Waste: a ‘how to’ guide

A resource for reducing waste in Victorian schools

ResourceSmart Schools

Sustainability Victoria

VICTORIA State Government

June 2016

About this guide

Sustainability Victoria and the Metropolitan Waste and Resource Recovery Group (MWRRG) have developed this guide to help schools reduce waste and improve sustainability. It demonstrates how simple actions can enhance the learning environment and improve environmental outcomes by reducing the amount of waste going to landfill and reducing the costs of waste management.

Acknowledgments

Sustainability Victoria would like to thank the Metropolitan Waste and Resource Recovery Group for their assistance in putting this guide together. SV wishes to acknowledge the Cradle Coast Waste Management Group (CCWMG) and the Northern Tasmanian Waste Management Group (NTWMG) for providing the intellectual property contained in this publication predicated on the WA Waste Wise Schools Program.

METROPOLITAN WASTE AND RESOURCE RECOVERY GROUP

Zero Waste Scotland
www.nationalarchives.gov.uk/doc/open-government-licence/version/3/

Sustainability Victoria would also like to thank Western Port Secondary College, Crib Point Primary School, Cool Australia and CERES for their assistance in developing this resource.

Authorised and published by
Sustainability Victoria,
Level 28, Urban Workshop
50 Lonsdale Street Melbourne
Victoria 3000 Australia

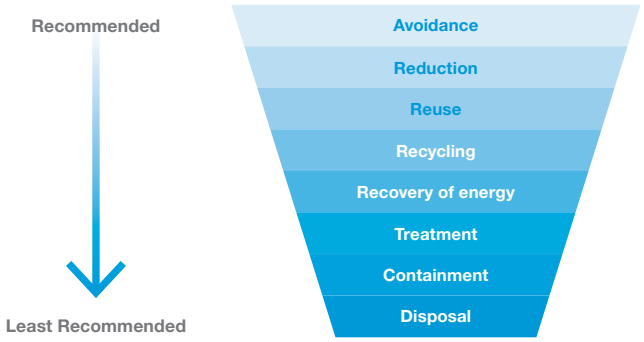
Accessibility
This document is available in PDF and Word format on the internet at
www.sustainability.vic.gov.au

Contents

Introduction

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

In schools the majority of waste is made up of food, paper and packaging, as well as glass, plastic, and aluminium. Victoria has a limited capacity for landfill and if current rates of disposal continue there are concerns about the health impacts of this disposal technique. Recycling and other more sustainable waste management techniques are helping to reduce waste to landfill, but much more can still be done. The waste hierarchy shows the most and least sustainable methods of waste disposal.



The good news is we are in a good position in Victorian to achieve a low carbon and zero waste future. This guide outlines actions that can be undertaken by the school community and opportunities for bringing sustainability into the classroom. These simple actions will also contribute to significant cost savings for the school.

In addition to saving money, there are many social and environmental advantages to reducing waste consumption, such as minimising our impact on the environment. This is increasingly important for the reputation of schools as students, teachers and parents become aware of climate change and other environmental issues facing our communities.

Sustainability Victoria and the Metropolitan Waste and Resource Recovery Group (MWRRG) have developed this guide for schools and organisations that work with schools.

Students from St Peter's Primary School in Epping making compost for their garden

ResourceSmart Schools

ResourceSmart Schools is managed by Sustainability Victoria and helps schools benefit from embedding sustainability into everything they do. In 2015 the program won the Education for Sustainability category of the nationally recognised Banksia Awards.

Schools throughout Victoria choose to participate in ResourceSmart Schools for a variety of reasons. Whether your school is interested in saving the planet or saving some money, ResourceSmart can help you to meet your goals.

Implementing ResourceSmart Schools and enacting an action plan will allow your school to reduce the amount of waste it sends to landfill and, as a result, help the environment in several ways, including:

- Reducing greenhouse gas emissions from landfill sites.
- Reducing resource use in the production of consumables including food, plastics, paper, cardboard and more.
- Protecting plant and animal life from injury and death due to habitat pollution and accidental ingestion of waste materials.

The waste module

The waste module helps your school minimise waste sent to landfill and save on bills through practicing 'reduce, reuse, recycle'. It involves three key areas:

1. Workplace/operational: Assess how waste is managed in your school using audits and litter assessments. Create a waste and litter reduction plan, learn to manage litter in your grounds and school yard (e.g. food and garden waste) and improve management of recyclables.
2. Learning and teaching: Explore curriculum activities that engage students in learning to manage waste and resources more effectively.
3. Whole school community engagement: Encourage the whole school to work on biodiversity by engaging teachers, students, parents and the wider community.

TABLE 1 – KEY FEATURES OF RESOURCESMART SCHOOLS

Support	Sustainability experts support the school on their sustainability journey and schools track and measure their progress using ResourceSmart online
Recognition	Sustainability Certification and the ResourceSmart Schools Awards recognise and reward school activity
Savings	Save on energy, water and waste bills and reduce greenhouse gas emissions
Adaptable	Schools create a unique environmental management system and can work with any sustainability program or organisation to progress through framework
Learning	Students learn take-home lessons about sustainable actions as required by the Australian Curriculum
Sustainable schools	Schools learn to operate more sustainably, reducing costs and minimising their impact on the environment through efficient resource use
Community	Practical support for schools and communities to live and work more sustainably and support other schools and partners

TABLE 2 – RESOURCESMART SCHOOLS OUTCOMES BETWEEN 2011 AND 2015

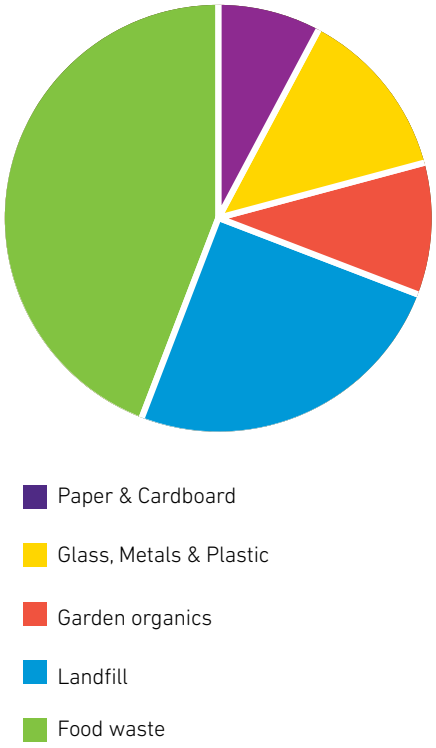
Activity	Measured Result	
Waste diverted from landfill	$1.08 million saved	37,649 Cubic metres
Reduced electricity consumption	$1.71 million saved	8,636 Tonnes CO_2-e (GHG emissions) saved
Reduced water consumption	$474K saved	KL 143,783 saved
Planted trees	52,117	
Total dollars saved	$3,281,386.58	

Waste in Victoria

An analysis of waste production in Victoria highlights the largest waste streams by composition are:

- Food waste
- Recyclables
- Landfill (residual waste)

FIGURE 1: A TYPICAL WASTE STREAM PROFILE IN VICTORIA



Step 1 – Review your billing data and waste contract

Contact your waste management contractor or local government waste team to help quantify the amount of waste your school produces and assist you in collecting data. If the data is available and you are a ResourceSmart School, record it via the online system and then set up a system to ensure data is entered on an ongoing basis. If you are not yet at this stage, you can still evaluate the school's waste and collect data on waste type, volumes and the cost of disposal and conduct an assessment using these four general rules:

Can we remove or eliminate it? If not,
Can we reduce? If not,
Can we reuse? If not,
Can we recycle?

TIP

Understand your waste problem and the impact it has on your school

Find out the volume of your school's bins and how often they are collected. This will tell you the volume of waste you are paying to have collected. For example, if you have two 4m^3 skips both emptied every month, you are paying for 8m^3 to be collected each month.

Over two or three months, measure how full the bins are on the day they are to be emptied. This will tell you how much waste you are actually generating. If they are both only half full (not unusual) then your waste stream may only be 4m^3, and you can reduce the size of your bins or the frequency that they are collected.

Many schools have saved a lot of money by reviewing their collection service to make sure it reflects their real needs. Paying for empty or half-empty bins to be collected or emptied is sadly common.

Step 2 – Conduct a waste and litter audit

Finding out what is currently thrown away by your school and undertaking an audit or review of waste management should be the first step in reducing waste, preventing litter and improving recycling within your school. A waste review and/or audit will:

- Establish the main waste streams generated by the school and how they are currently managed.
- Provide information on which activities produce the most waste.
- Help identify and prioritise opportunities to improve waste reduction and management, including optimising container size and collection frequency.

Conducting waste and litter audits can be as simple as walking around the office to get a feel for your current waste set-up, and reviewing past waste and recycling invoices to work out how much waste your school generates throughout the year. Waste and litter audits should be repeated at set intervals on the same waste bins to assess the impacts of improvements implemented.

Improvements can be publicised on school notice boards to promote the ongoing success of a waste reduction schemes and promote more participation. The ResourceSmart module tools and the Cool Australia waste audit tool are good starting points.

The best way of ensuring you have the right strategies for monitoring how you are going and whether waste is actually reducing and going to the right place is by involving students and members of staff (i.e. teachers, cleaners, facilities manager). This can be implemented by setting up a waste team, student action team and/or class monitors. Students enjoy and appreciate having an understanding their waste production and consumption patterns and ways to reduce them.

Daily monitoring allows schools to immediately measure the results of waste reduction programs without having to wait for their waste collection bill. Daily monitoring also allows schools to identify any unexpected increases in waste production. Schools should contact their waste collector to see if they provide this type of service or an education program.

WASTE MYTH 1

Myth

Litter in school come from outside the school premises.

Fact

It is true that litter, particularly plastics, can travel some distance from the wind, rain and via waterways. However, most litter accumulates where people eat and recreate (i.e. playgrounds, sports grounds). The best way of understanding how and why litter accumulates in a particular area is to study the littering behaviours of your students and conduct litter audits.

www.litter.vic.gov.au

Step 3 – Set goals and targets

Your waste audit will give you an understanding of which materials can be removed from the waste stream and recycled.

Use this data to establish a waste baseline, and set targets (monthly/annual) to improve recycling and reduce waste to landfill. Your business and your waste and recycling contractors can work towards achieving these targets, using them to measure the success of your system and to encourage staff to continue their recycling efforts. Targets will be different for every business and depend on the types of waste produced.

By undertaking regular bin audits (each month, for example) you will be able to measure your progress against your goals and targets.

Waste and litter audits are a fantastic learning and engagement tool for students

The biggest opportunity for schools to reduce waste is to avoid food waste and manage organic waste

Step 4 – Find innovative ways to reduce waste

Many schools start with a problem or issue that is manageable such as paper recycling or composting, and develop an action plan so they know where they are and where they are going.

First and foremost, start with your waste bill. It can be very useful in understanding how much waste management is costing your school, but offers limited insight into how to manage waste more effectively. Waste and recycling services can vary a lot, so it is important that you choose the right service for your business. You'll need to consider collection frequency, the types of bins and equipment required and the different costs of removing various waste streams. To decide if you need a new service, consider:

- Does your local council provide any recycling collection services?
- When does your current waste and recycling contract end?
- What other waste and recycling service options are available to your business?
- Would you benefit from specialised waste and recycling solutions?

Typically a bill will tell you the size of the bins in your school and how often they are emptied. You need to do further research to know how much waste you are actually generating.

Food and green waste (also called organic waste) is the largest part of most schools waste streams so having an understanding of it is crucial. Here are some questions a school should be asking:

- Recyclables: What is recyclable in your waste stream, and is it being separated properly?
- Waste to landfill: What waste cannot be recycled or reused and≈must go to landfill?
- Litter: Where is litter commonly found in the school ground and where has it come from?

TIP

Tasmania's waste resources for schools

Rethink Waste has created a comprehensive guide to incorporating sustainability into the curriculum. The Waste Audit Toolkit includes tips for conducting a waste audit, lesson ideas and suggestions for getting your school involved in waste reduction http://rethinkwaste.com.au/uploads/page/Audit_toolkit.pdf.

If you don't know where to start or you simply want information, advice or assistance, contact your waste contractor, council waste services team or waste management group.

Step 5 – Separate your waste into streams

There are many items and materials that can be recycled in schools. There can also be financial advantages in separating your waste materials into single material streams, such as paper/cardboard or aluminium. Clean materials that have been separated into single material types will attract the best price for a waste and recycling contractor. You may need a reasonable volume of any waste stream to make it viable for a waste and recycling contractor to collect it.

Possible initiatives which could be introduced within the school to reduce waste and improve recycling can be divided into those that apply to the school as a whole, and those that apply to specific areas of the school (e.g. school office, catering facilities, offices and office equipment/classrooms). Many of the initiatives are straightforward and simple to implement, but they should be implemented gradually to manage change.

Now that you understand your waste streams and have set some targets, it's time to plan your waste and recycling system. Your system should also be set up in a way that makes it convenient for staff and students to recycle.

Students at Commercial Road Primary School in Morwell separate their waste as part of a waste audit

WASTE MYTH 2

Myth

Marine pollution ends up on our shores from other countries

Fact

According to research conducted by CSIRO around Australia, approximately three-quarters of the rubbish along the coast is plastic. Most is from Australian sources, not from overseas, with debris concentrated near urban centres.

For more information visit www.csiro.au/en/Research/OandA/Areas/Marine-resources-and-industries/Marine-debris

Step 6 – Communicate clear messages

When it comes to bins and other waste and recycling infrastructure, there are many options to choose from that vary in size, shape, colour and appearance. It is important that you select waste and recycling equipment suitable for your school and ensure it is well placed and adequately signed.

There are generally two types of bins that a school will need:

- Bins used by contractors to collect your waste and recycling (wheelie bins, skips etc.). These are generally stored outside of your school building. Sustainability Victoria's Best Practice Waste and Recycling Contracts for Business provides a run-down of common bins you might like to consider.
- Bins used to collect waste and recycling within the school.

Depending on the type, bins and other equipment can be purchased or leased from your waste and recycling contractors. Contractors offer a range of bins with differing features including size, collection frequencies and pricing. Generally, the cheapest waste and recycling services will use the most common bins, such as 240 litre wheelie bins or skip bins.

Sustainability Victoria bin signage artwork available to download at www.sustainability.vic.gov.au/services-and-advice/community/public-place-recycling/signage-library

The Banyule Primary School waste team doing their bit to protect the environment

Step 7 – Right bins, right place, right signage

Place bins in areas commonly used by staff, close to where waste or recycled materials are likely to be generated. Your waste audit will give you an indication of how much waste and recycling to expect and where it is occurring. You might consider the following placements:

- Paper recycling bins in printer and photocopier rooms.
- Combined paper and cardboard recycling bins near stationary rooms or facilities areas.
- Organics recycling bins in tearooms and kitchen areas.
- Printer cartridge collection in photocopy and storage rooms.
- General rubbish alongside recycling bins at central recycling stations to avoid contamination.

Also consider:

- Identifying an area for storing electronic and IT equipment for recycling.
- Using additional recycling receptacles (e-waste, batteries, etc.) near main recycling stations to make staff and school visitors aware of their existence.

You might wish to remove landfill bins from individual desks and replace them with paper recycling bins to encourage staff to consider the materials they are disposing. You can provide posters of your recycling and reuse zones to help students and staff know where to dispose of waste appropriately.

You can use the waste you collect in an innovative and fun way.
For ideas go to www.trashpuppets.com

Design bins to promote good disposal behaviour

Bin design and appearance influence disposal behaviour. Choosing the right types of bins, colour coding and signage will help students and staff use your waste and recycling systems correctly. Some options to consider are:

- Shaped lid openings can help prevent rubbish being put in recycling bins (e.g. rosettes for cans and bottles).
- For recyclables that are mixed together, paper can be collected in one bin and co-mingled recyclables can be collected in another.
- Look for bins with hygienic openings that are easy to use. Swivel lids are more hygienic than flip-tops. Keep bin openings clean and well maintained.

Bin signage

The correct use of signage will be critical to the success of your waste and recycling system as it is the most frequent communication method with staff and other bin users. There are two types of signage you can use around your school:

- Instructional signage: Gives users direction about what materials to place in each bin.
- Instructional signage is placed on, above and around bins to communicate what can be placed in each bin.
- Use brightly coloured, simple signs based on the standard colours for bins to help reinforce correct disposal behaviour.
- Supplementary signage: Reinforces waste and recycling messages.

Students from Winters Flat Primary School in Castlemaine feeding the worms and getting great fertiliser for their garden.

CASE STUDY: Armadale Primary becomes a zero waste school

Armadale Primary School achieved 5 Star status in 2015. In recent years the school has focused their efforts on reducing waste. A key policy implemented by the school is a 'carry in, carry out' policy that places the responsibility for waste reduction back onto students, school staff and parents. As part of a whole school campaign, the school held an event where students waved goodbye to their bins and sent them back to their waste service provider.

Easy steps to get started

www.sustainability.vic.gov.au/services-and-advice/schools/networks
Join a Teacher Environment Network

www.sustainability.vic.gov.au/services-and-advice/schools
Connect with Sustainability Victoria

www.resourcesmartschools.vic.gov.au
Sign up to ResourceSmart Schools

www.sustainability.ceres.org.au/program/rsav/wastemodule
Visit CERES Environment Park

www.coolaustralia.org
Download audit tools, find resources and do an online course.

www.dtpli.vic.gov.au/local-government/find-your-local-council
Find your council.

www.foodwise.com.au
Take part in a national sustainable food waste campaign.

www.recyclingnearyou.com.au/
Locate Planet Ark Recycling Near You

www.storyofstuff.org and
www.wow.sa.gov.au/video-case-studies.html
Watch short videos about how to tackle waste and consumerism and the problems this creates.

www.ollierecycles.com.au
Explore this interactive sustainability website suitable for both teachers and students.

www.sfenvironmentkids.org
Find great lesson ideas.

www.recycleworks.org
Visit this website for good information

Sustainability education in the classroom

Students enjoy investigating waste production, consumption and management based on their own experiences. The cross-curriculum priority of sustainability provides a great learning opportunity.

In Victoria, sustainability is a cross-curriculum priority to assist all students, "to develop the knowledge, skills, values and world views necessary for them to act in ways that contribute to more sustainable patterns of living" (ACARA).

The VCAA Curriculum Planning Resource offers schools a range of resources to support planning and documenting a comprehensive whole-school teaching and learning program based on the curriculum.

Curriculum tools and resources can be integrated into disciplines such as Mathematics, Humanities, Economics, the Arts with Physical, Personal and Social Learning and/or Interdisciplinary learning. They could also be covered in curriculum areas such as English, Science, Civics and Citizenship.

Experiential learning helps students develop an in-depth understanding about pressures on the environment, ecosystems and people's health caused by waste. By linking curriculum and experiential learning students can explore ways of improving waste management to build a sustainable future and address the complexities of a changing climate.

For more information about the Victorian curriculum visit www.victoriancurriculum.vcaa.vic.edu.au/overview/curriculum-design/learning-areas-and-capabilities

'Cut the wrap' nude food day at St Joseph's College in Geelong.

TIP

Learn what other students and schools are doing

Consider how to engage students as part of an action team or classroom monitor. For some inspiration, check out this short video from Epping Views, one of Victoria's 5 Star ResourceSmart Schools www.youtube.com/watch?v=W8dYXKChK04.

Practical ideas for engaging your whole school community

No one person has all of the necessary skills or time to effectively manage waste in your school. Therefore, we recommend you appoint a team of people with an understanding of the school's waste services (i.e. principal, business manager, teacher, students). The team will be responsible for regularly monitoring and reporting on waste activities and campaigns in the school and what has been learnt (what worked, what didn't, what would we do next time?). Here is a list of activities that your schol might like to do or you can refer to the ResourceSmart schools module tools **www.resourcesmart.vic.gov.au.**

School community:

- Repair broken items where it is safe to do so and where possible or engage with online services within the local area between schools, nurseries, playgroups, community centres and other similar organisations to share unwanted items.
- Donate unwanted clothing to charities.
- Send old and broken IT equipment to organisations that can refurbish or repurpose the items for reuse.
- Find the local "re-use network" which could have links to others who could reuse equipment.
- For wooden furniture there may be a local Wood Recycling Project that refurbishes unwanted furniture for reuse and resale.
- Avoid the use of disposable items such as paper or plastic cups and paper towels.
- Provide water fountains and promote the use of reusable drinking bottles.

School office:

- Set all printers to double sided printing.
- Ensure paper purchased is a high recycled content paper which is FSC certified.
- Encourage electronic communication where practical to reduce paper use.
- Participate in mobile phone, printer cartridge and battery recycling schemes.
- Participate in reuse schemes for scrap paper and craft materials.

School canteen, catering facilities and kitchen areas:

- With the catering manager, review all sources of food waste, any over ordering, stock rotation, kitchen wastes and portion sizes.
- Introduce a school meal selection system to reduce over production.
- Encourage pupils with packed lunches to take waste and uneaten food home (parents can also see what has not been eaten).
- The Love Food Hate Waste Campaign website contains practical hints, tips and recipe ideas for reducing food waste **www.lovefoodhatewaste.vic.gov.au**
- Provide food waste caddies along with an education program to inform what wastes are acceptable; such as teabags, coffee grounds, fruit peelings and cores.
- It may be possible to compost some food waste for use on the school grounds.

Programs and campaigns:

Make sure you involve your community (this could be parents, local businesses, community groups or other schools) in developing and implementing a sustainability program or campaign. This could involve:

- Running a Nude Food campaign or better yet, making it a regular theme in your school.
- Incorporating a 'carry in, carry out' policy (packaging brought in must be taken home for disposal).
- Creating a policy whereby students eat in fixed areas or indoors to prevent litter and reduce the number of bins needed (and thus waste collection costs to the school).
- Running a 'Choose Tap' campaign to encourage students to use refillable BPA free water bottles.
- Running a Waste Wise event.
- Organising a Clean Up Australia Day event and invite the community to take part.
- Designing and promote a Rubbish Free Lunch Challenge.
- Taking students to visit a waste education centre or waste treatment plant.
- Organising a visit from a waste educator, with appropriate pre-visit and post-visit activities.
- Starting a school waste program as part of a wider community action program to give it a local focus and garner support from local government, businesses and community organisations. For example, you may want to start a campaign to help the community deal with e-waste **www.apple.com/au/recycling/education/**

Reward and recognition:

Make sure you take the time to recognise and reward positive sustainable behaviours and celebrate them with your community. You can do this by:

- Sending information home in the school newsletters.
- Reporting on progress to the school at assembly.
- Including information on your school website.
- Running sustainability fairs/events at your school.
- Entering the ResourceSmart Education Awards or other sustainability awards.
- Creating stories and case studies for ResourceSmart Online, the CERES sustainability hub and council publications.

CASE STUDY:
Barwon Heads Primary School

Barwon Heads Primary School developed the 'Let Our Ocean Be Plastic Bag Free' campaign to reduce plastics in the sea. The project included a range of activities such as puppetry theatre to educate the community, and negotiating with the school canteen to reduce packaging. A bag share scheme was developed and over 4,000 reusable shopping bags were made by the students and distributed to shoppers to use and return next time they shopped.

Waste management tips, tools and resources

Here are some tips, tools and resources to help get you started on your ResourceSmart Schools journey. There are many organisations that can help schools embed sustainability. As a starting point, visit the Sustainability Victoria, ResourceSmart Schools, Cool Australia and CERES Sustainability Hub websites, and talk to other teachers and other schools in your area to see how they are embedding sustainability.

ResourceSmart Schools waste module resources
Visit the ResourceSmart schools website (www.resourcesmartschools.vic.gov.au) to find a range of resources to help you complete the waste module. These resources can be used in early childhood settings as well as primary and secondary schools.

Waste practice	Campus	Curriculum	Community
Reduce, reuse, recycle	**Conduct waste and litter audits** Start by downloading a waste and litter audit tool to help you through the process of conducting a waste and litter assessment for your school. Cool Australia has developed audit tools that can be used in an early childhood setting right through to Year 10. To download Cool Australia tools and resources, visit **www.coolaustralia.org**	**ABC Splash** Offers a world-class education experience for Australian students. ABC Splash is packed with thousands of videos, audio clips, games and interactive tools. All resources are free to watch and play at home and in school and are guaranteed to spark discussion and promote curiosity **http://splash.abc.net.au/home#!/media/31185/want-to-build-a-worm-farm-or-a-chook-shed**	**Planet Ark** Posters and signage that you can use in your school are available for free from the Planet Ark Business Recycling website at **http://businessrecycling.com.au/research/signage.cfm**
Food waste avoidance	**Research: "Food Futures: from business as usual to business unusual"** is WRAP's ground breaking new report analysing 15 critical areas in the UK food system, from farm to fork, and outlining recommendations for key actions by industry and government. **www.wrap.org.uk/content/food-futures**	**Sustainability teaching materials** The Learning and teaching sustainability community of practice gives educators access to sustainability education materials. Search below for teaching materials by academic level, discipline and sustainability issue. You can access different types of materials, including experiential activities, lecture slides, and assessment tools. Some are only available to registered members of the community of practice. **http://sustainability.edu.au/teaching-materials/**	**Love Food Hate Waste** is a Victorian campaign to reduce food waste. The website provides practical tips to cut down waste and shares local events and activities run by councils. Website: **www.lovefoodhatewaste.vic.gov.au/** Facebook: **www.facebook.com/LoveFoodHateWasteCommunity/?fref=ts**
Green waste, composting and wormery	**City of Moreland Green waste collections** The garden waste that you place in your green waste bin (if you have one) is taken to a local processor where it is turned into mulch or compost. Visit **www.backtoearth.vic.gov.au** to find out more about the green waste recycling process or visit the City of Moreland website which has easy to understand information on how local governments may deal with green waste **www.moreland.vic.gov.au/environment-and-waste/garbage-collection/green-waste-collection.html**	**Back to Earth** The Metropolitan Waste and Resource Recovery Group has teamed up with Cool Australia to develop curriculum resources for teachers and students in order to produce a series of lesson plans for grades 5-8. **http://backtoearth.vic.gov.au/schools.html**	**Cultivating Community** Implementing a school food garden can change the way children think about food and the environment. The team at Cultivating Community has a wealth of experience to assist students to learn how the food system works, how food is grown, and the value of preparing and sharing healthy food together. **www.cultivatingcommunity.org.au/school-food-gardens/our-services-for-schools/**

Waste practice	Campus	Curriculum	Community
Litter and stormwater	**Litter audit** tools Litter audits are a great way to explore litter in a personalised local context. An audit will gather information that can be used to determine whether or not there is a litter issue at the school, and guide the actions that could be taken to address the issue (if present). www.letsbesustainable.com.au/litterless/litter-audit/	**TeachWild** is a national marine debris research and education program developed to better understand the global issue of marine debris and its impacts on Australian wildlife. www.teachwild.org.au/schools	**The Victorian Litter Action Alliance** Local Litter Measurement Toolkit (LLMT) provides data collection tools and techniques to evaluate litter programs, do a cost benefit analyses to improve litter prevention and prepare a business cases for litter funding. For further information visit www.litter.vic.gov.au/litter-prevention-tooklits/local-litter-measurement-toolkit
Green purchasing	**CERES Sustainability Hub** "Green purchasing" or "green procurement" is when people or organisations buy products and services that minimise negative environmental impacts over their life-cycle of manufacturing, transportation, use and recycling or disposal. http://sustainability.ceres.org.au/resource/green-purchasing/	**Australian Organic Schools** promote the benefits of organic farming to make us aware of all the organic products we can buy when we go shopping. www.organicschools.com.au/students/school-gardens/healthy-soil/	**Shop Ethical** The Shop Ethical tools and resources teach students about why and how to shop ethically. Through the website you can get the low-down on the environmental and social record of companies behind common brand names. Shop with a clear conscience www.ethical.org.au
Waste disposal	**Understand more about waste and recycling in Victoria** A Taste of Waste provides an overview of waste and resource recovery in Victoria. To learn more about types of waste, regulatory settings, recycling, product stewardship schemes, energy recovery, advanced resource recovery technologies and more, download the booklet from the Metropolitan Waste and Resource Recovery Group website at www.mwrrg.vic.gov.au/	**The Schools Recycle Right Challenge** is an initiative of National Recycling Week run by PlanetArk. You can download free recycling activity guides, lesson plans and Australian school event ideas, designed to engage students and teachers to learn by doing and having fun! The Getting Started Guide will help you plan and promote your Schools Recycle Right Challenge activities. http://schoolsrecycle.planetark.org/	**Nude Food Day** Encouraging students to bring food without unnecessary packaging or wrapping is great way to reduce litter at the school. It can also help educate students about healthy eating and sustainability. For information on how to get involved go to www.nudefoodday.com.au/about

Kerbside LCA Calculator

The calculator is an interactive tool that can determine the environmental benefits of recycling in terms of greenhouse gases, energy and water savings for both Victorian councils and Victorian households.

www.sustainability.vic.gov.au/publications-and-research/research/life-cycle-assessment/life-cycle-assessment-calculator

Glossary

Composting
A process where microorganisms break down organic materials (in the presence of oxygen), which produce carbon dioxide, heat and organic residues that may be used as a soil additive.

Food organics
Food wastes from households or industry including food processing waste, out-of-date or off food, meat, fruit and vegetable scraps. Excludes liquid wastes.

Garden organics
Organics derived from domestic, industrial and commercial garden sources including grass clippings, woody garden organics, trees and limbs, stumps and roots. Also referred to as green waste or green organics.

Kerbside collections
Waste collection services provided by local councils to residential properties including garbage, commingled recyclables and garden organics. Excludes hard waste.

Landfill
A site for the disposal of waste to land.

Litter
Includes rubbish and waste that is left in public or open spaces.

Mulch
Any product that has undergone composting for a period of not less than six weeks, which is then suitable for placing on soil surfaces.

Recycling
A term that may be used to cover a wide range of activities including collection, sorting, reprocessing and manufacture into new products.

Waste
Anything that is no longer valued by its owner and which is, or will be, discarded.

Sustainability Victoria
Level 28, Urban Workshop,
50 Lonsdale Street, Melbourne VIC 3000
Phone (03) 8626 8700
sustainability.vic.gov.au

Published by Sustainability Victoria.
Waste Smart Schools
 ENG045

Sustainability Victoria

VICTORIA State Government