

ACTION PLAN TOOLKIT FOR SCHOOLS TEMPLATE



Reth!nk Waste
TASMANIA



ACTION PLAN							
GET STARTED!	Specific actions	Responsible Person	Curriculum Links	Timing	Indicators of Success	Cost: financial and non-financial	Resources
<p>Create a team, gain support</p> <p>In order to be successful, get the support of the entire school community – especially the principal and maintenance staff.</p> <p>Meet regularly to maintain motivation.</p>	<p>Establish a team.</p> <p>Organise monthly meetings to progress the plan and evaluate your success.</p>						
<p>Conduct a waste audit</p> <p>Make it a fun activity and involve as many people as possible.</p> <p>Repeat every 12 months to help track your progress.</p>	<p>Conduct the audit.</p>						Rethink Waste - Audit Toolkit
<p>Identify target areas</p> <p>Decide what you want to achieve – do you want some easy wins or do you want to target the biggest 'problem' wastes? Do you want both?</p> <p>Matching your target area to the categories of the Action Plan will make putting a plan together easier.</p>	<p>Identify at least three target areas.</p> <p>For each area identify how you want to improve - is it to reduce?</p>						
<p>Raise awareness</p> <p>Involve the entire school community – put links on your website, put up posters, write articles for your newsletter, create an awards program, participate in nude food days... The options are endless.</p> <p>See page 6 of Rethink Waste Action Plan Booklet for more ideas.</p>	<p>Undertake at least 3 communication options as listed on page 6.</p> <p>Update these communications once a month.</p>						

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INFRASTRUCTURE AND SIGNS	Specific actions	Responsible Person	Curriculum Links	Timing	Indicators of Success	Cost financial and non-financial	Resources
<p>Establish waste and recycling stations</p> <p>Outside stations should consist of a red-lidded rubbish bin and a yellow-lidded recycling bin standing side by side.</p> <p>Inside stations should consist of a red-lidded rubbish bin, a yellow-lidded recycling bin and a blue-lidded paper and cardboard bin.</p> <p>There is also an option for a lime green-lidded food and garden organics bin to be added to both the inside and outside stations, depending on where food is likely to be eaten within your school and where food is to be composted</p> <p>See page 8 of Rethink Waste Action Plan Booklet for more bin and sign colour information.</p>	<p>Identify how many rubbish, recycling, food, paper and cardboard bins are required for the entire school.</p> <p>Order and install the bins.</p> <p>Establish maintenance and cleaning schedules to ensure bins are kept in good condition.</p>						
<p>Put up signs</p> <p>Consistency is important. Red should only be used on rubbish signs, yellow should only be used on recycling signs, blue should only be used on paper and cardboard signs and lime green should only be used on food and organics signs.</p> <p>See page 8 of Rethink Waste Action Plan Booklet for more information on bin and sign colours.</p>	<p>Identify how many rubbish, recycling, food, paper and cardboard signs are required for the entire school.</p> <p>A good rule is that there should be a sign on each side of each bin - so no matter which direction you approach from you know what the bin is for.</p> <p>Order the signs in good quality, durable vinyl and install.</p>						

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PAPER AND CARDBOARD RECYCLING	Specific actions	Responsible Person	Curriculum Links	Timing	Indicators of Success	Cost financial and non-financial	Resources
<p>Establish paper and cardboard recycling stations</p> <p>There should be a paper and light cardboard recycling bin in every classroom and office.</p> <p>There should be a cardboard and newspaper recycling bin in every staff room, canteen and administration area.</p> <p>See page 8 of Rethink Waste Action Plan Booklet for bin and sign colours.</p>	<p>Install signed bins in consistent locations in every classroom and office - for example, to the right of the door.</p>						
<p>Alter behaviour</p> <p>Reduce paper waste by implementing a double sided printing policy.</p>	<p>Set printer default settings to double sided.</p>						
<p>Empty the bins</p> <p>Assign clear responsibilities and enforce a strict schedule.</p> <p>If Class 5A will be emptying the paper and cardboard recycling bins once a week, schedule it in to make sure it happens.</p>	<p>Establish a bin emptying schedule and procedure for example, once bins are collected and emptied, all bins are to be returned to the designed paper and cardboard recycling bin location.</p>						
<p>Arrange for collection</p> <p>Approach at least three contractors for prices to ensure you get a good deal.</p> <p>Periodically check the bins before collection to ensure you are not paying for empty air space to be collected - if you are, either negotiate a less frequent collection, move to a smaller skip or move to weight-based charging.</p> <p>See page 10 of Rethink Waste Action Plan Booklet for more information on selecting a collection contractor.</p>	<p>Obtain quotes from collection contractors and assign work to the contractor offering the best service and the best value for money.</p> <p>Review this contractor at least every twelve months.</p>						

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<p>Raise awareness</p> <p>See page 6 of Rethink Waste Action Plan Booklet for suggestions.</p>	<p>Undertake at least 3 communication options as listed on page 6.</p> <p>Update these communications once a month.</p>						
MIXED RECYCLING	Specific actions	Responsible Person	Curriculum Links	Timing	Indicators of Success	Cost financial and non-financial	Resources
<p>Establish mixed recycling stations</p> <p>Inside and outside.</p> <p>See page 8 of Rethink Waste Action Plan Booklet for more information on bin and sign colours.</p>	<p>Install signed bins in consistent locations in classrooms, playgrounds and other selected areas.</p>						
<p>Empty the bins</p> <p>Assign clear responsibility and enforce a strict schedule. If Class 5A will be emptying the mixed recycling bins once a week, schedule it in to make sure it happens.</p>	<p>Establish a bin emptying schedule and procedure for example, once bins are collected and emptied, all bins are to be returned to the designed mixed recycling bin location.</p>						
<p>Arrange for collection</p> <p>Approach at least three contractors for prices to ensure you get a good deal.</p> <p>Periodically check the bins before collection to ensure you are not paying for empty air space to be collected - if you are, either negotiate a less frequent collection or a smaller skip.</p> <p>See page 10 of Rethink Waste Action Plan Booklet for more information on selecting a collection contractor.</p>	<p>Obtain quotes from collection contractors and assign work to the contractor offering the best service and the best value for money.</p> <p>Review this contractor at least every twelve months.</p>						

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<p>Raise awareness</p> <p>See page 6 of Rethink Waste Action Plan Booklet for suggestions</p>	<p>Undertake at least 3 communication options as listed on page 6.</p> <p>Update these communications once a month.</p>						
ORGANICS	Specific actions	Responsible Person	Curriculum Links	Timing	Indicators of Success	Cost financial and non-financial	Resources
<p>Establish organics collection station</p> <p>Organics bins should be located in and near the canteen, in designated 'eating areas' and in the staff kitchen.</p> <p>See page 8 of Rethink Waste Action Plan Booklet for more information on bin and sign colours.</p>	<p>Install signed bins in consistent locations near the canteen, in eating areas and the staff kitchen.</p>						
<p>Empty the bins</p> <p>Assign clear responsibility and enforce a strict schedule. If Class 5A will be emptying the mixed recycling bins once a week, schedule it in to make sure it happens.</p>	<p>Establish a bin emptying schedule and procedure for example, once bins are collected and emptied, all bins are to be returned to the designed mixed recycling bin location.</p>						
<p>Set up organics processing</p> <p>Collected organic material can be composted, used in worm farms or fed to chickens. Decide what your school wants to do and implement that program.</p> <p>Don't forget to think about the end use for processed organics - a school veggie garden perhaps?</p>	<p>Decide what method of processing best suits your school.</p> <p>Implement said method, involving the broader school community.</p> <p>Evaluate the effectiveness of the processing method every six months.</p>						

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SMART PURCHASING	Specific actions	Responsible Person	Curriculum Links	Timing	Indicators of Success	Cost financial and non-financial	Resources
<p>Develop a policy</p> <p>A sustainable procurement policy will help everyone involved in the purchasing of items for the school to decide what is and is not an appropriate purchase</p> <p>For example, buy 100% recycled paper. It costs the same, but is better for the environment.</p>	<p>Create a sustainable procurement policy concentrating on frequently purchased items and expanding from there.</p>						ecobuy.org.au
<p>Enlist student support</p> <p>When a new item needs to be purchased, for example a refrigerator, as a classroom activity, ask the students to investigate which item best meets the needs of the school and the environment considering the budget available.</p>	<p>Determine which class would benefit most from this activity, and undertake the activity.</p> <p>When the preferred product is selected that meets all required criteria, empower the students involved by purchasing the product they recommended.</p>						

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SMART PURCHASING	Specific actions	Responsible Person	Curriculum Links	Timing	Indicators of Success	Cost: financial and non-financial	Resources
<p>Smart disposal</p> <p>As part of a school fete, or open day, hold a 'garage sale' and swap or sell products that are no longer required. For items that are not required at the moment, but may be in the future, establish a storage area to ensure that items are kept in good condition.</p>	<p>Create a disposal plan that prioritises methods of waste disposal for items that are no longer required. The plan should include repairing faulty items, reusing unwanted items either within the school or the broader community and recycling items.</p>						
<p>Raise awareness</p> <p>See page 6 of Rethink Waste Action Plan Booklet for suggestions.</p>	<p>Undertake at least 3 communication options as listed on page 6.</p> <p>Update these communications once a month.</p>						
SPECIAL EVENTS	Specific actions	Responsible Person	Curriculum Links	Timing	Indicators of Success	Cost financial and non-financial	Resources
<p>Implement a business as usual approach</p> <p>Ensure during special events and public events that the school's waste management programs continue to operate. Roster helpers to manage the bins during the event, and to empty the bins at the end of the day. Consider increasing the number of signs around the school for the day of the event.</p> <p>Ensure all public bins have the correct signs on them for recycling, organics and garbage.</p>	<p>Roster helpers to set the bins out before, empty the bins during and bring the bins in at the end of the event.</p>						

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OTHER	Specific actions	Responsible Person	Curriculum Links	Timing	Indicators of Success	Cost financial and non-financial	Resources
<p>Add conditions to hiring school facilities</p> <p>Ensure parties who hire school facilities are able to participate in your school's waste management programs by incorporating it into any agreement between the school and the hiring party.</p>	Incorporate participation in the schools waste management program into any agreement between the school and the hiring party.						

