## Renew Your Waste Module – Quick Guide

Below is a list of all the compulsory actions you need to complete to renew a module.  
This icon means you need to upload evidence e.g. relevant documents, policies, presentations or photos *as well* as a comment.  
All comments should aim to include Who, What, When, Where, and Why an action happened.



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**A1 Current status and research**

A1.1 and A1.2 Organise a time to conduct a waste audit and litter audit at your school.  
🡪 *Your EASL facilitator can work with you and local council to assist this process.*

A1.3 Make sure your waste related bills (landfill collection, paper/cardboard collection, recycling collection etc.) are up to date on RSS Online. Use the comment section to explain any anomalies that have occurred e.g. building works, or new providers etc...

**A2 Preparation and planning**

A2.1 Use the waste and litter audits to create/update your ‘Waste and Litter Reduction Annual Action Plan’ demonstrating your waste related goals. Make sure there is evidence that this has been ratified by a relevant oversight group such as school council, or school board.   
🡪 *Template available under ‘Helpful Documents’ in RSS online.*

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**B1 Preparation and planning**

B1.1 Upload your ‘Waste and Litter Reduction Annual Action Plan’ that highlights the educational activities you’ll be continuing/initiating at your school regarding waste.



**C1 Policy and reporting**

C1.1 Demonstrate how you have communicated your waste and litter activities, including progress made to reduce waste and litter, to your school community. *E.g. Assemblies by green teams, newsletters, or a sustainability page that is regularly updated on your school website.*

C1.2 Show at least one school learning story that celebrates your waste and litter achievements and shared this with our school community. *E.g. School assembly where students celebrate nude food lunches, or students writing an article about a successful clean up Australia day.*