

## Reducing Waste in Community Agencies: A Process Guide

Place Consultancy

*There are various aspects to how to cut down the waste going to landfill from your facilities.  
There is no set process or order to do things, but these all help:*

<p><b>Commit</b> Get leadership onboard. Develop your waste minimisation policy. Appoint a team to lead waste project.</p>	<p><b>Engage</b> How will you inspire staff and clients? What ideas might they have for reducing waste?</p>	<p><b>Composting</b> Compost all food waste and paper towels. What systems can be set up on-site? What wider systems can you be part of?</p>
<p><b>Measure</b> Record how much waste is going out, in which bins, how often. How much does cost?</p>	<p><b>Waste Audit</b> Tip out a random bin. Sort contents into separate bins for what could be diverted into recycling or organic waste or reused. Measure each bin and calculate %.</p>	<p><b>Cleaners</b> Who empties the bins? What problems are they having? Can they use less bin liners?</p>
<p><b>Measure Again</b> After trialing waste minimisation strategies, measure again. What has changed?</p>	<p><b>Review Bins</b> Review all bins. Where are they? How are they used? Who by? What problems are you having with bins?</p>	<p><b>New Bins &amp; Signs</b> Buy sets of bins, colour coded, so it is easy to recycle and reduce. How will a visitor know what to put where? - clear, friendly signage.</p>
<p><b>Creative Solutions</b> Encourage fresh ideas for reducing and reusing waste items. Run competitions. Have fun!</p>	<p><b>Partnerships</b> What community groups could use some of your waste?</p>	<p><b>Procurement</b> Develop a purchasing policy that reduces long-term costs and waste volumes.</p>
<p><b>Training</b> Run workshops on waste and recycling. Teach skills for zero-waste living at home.</p>	<p><b>Consultancy</b> Professional Zero Waste help is available, e.g. Para Kore. City Councils are keen to advise.</p>	<p><b>Celebrate Less Waste!</b> Talk about the rubbish, and celebrate achievements.</p>