



## Memorandum of Understanding

**This memorandum of understanding (MoU) is between the Loddon Mallee Waste and Resource Recovery Group and**

(insert school name)

---

### **Purpose:**

The Loddon Mallee Waste and Resource Recovery Group is offering the services of a qualified ResourceSmart Schools Facilitator to assist the (insert school name) to progress through the ResourceSmart Schools program.

The (insert school name) has elected to take part in the ResourceSmart Schools program, and as such is expected to commit to appropriate activities and tasks that will enable them to progress through the ResourceSmart Schools objectives.

This MoU outlines the goals and the roles and responsibilities of each party named on this document in relation to the facilitation of the ResourceSmart Schools program.

### **Goals:**

The goals are that:

(insert name of school)

---

- Will develop a School Environment Management Plan (SEMP) with contributions from the whole school community.
- Will develop and implement action plans for the reduction of resources used within the school.
- Will include education for sustainability within their teaching and learning program.
- Will engage and involve students in environmental leadership in the school and community.
- Will successfully complete the five ResourceSmart modules.

## Roles and responsibilities:

The roles and responsibilities are that:

The **Loddon Mallee ResourceSmart Schools Facilitator** will provide up to 20 contact hours per school each year, including school visits and communications via phone and email to:

- Be a first point of contact for the school in all aspects of the ResourceSmart Schools program.
- Guide the school representative/s through the ResourceSmart Schools program for recording and evaluating data.
- Facilitate the development of the SEMP and other key planning documents.
- Provide guidance, resources and tools to the school to meet the objectives of the ResourceSmart Schools modules.
- Provide feedback about tasks, activities and progress related to the ResourceSmart Schools program.
- Provide Professional Development opportunities for school staff.
- Provide funding to cover a relief teacher for 1 day each year to enable a staff member to attend PD or work on the ResourceSmart Program

The (insert school name) will:

- Appoint a representative to work with the ResourceSmart Schools Facilitator and be a first point of contact.
- Gain the commitment and support of school teaching and administration staff, school council and parents and friends of the school for participation in the program.
- Involve students in the planning and implementation of the ResourceSmart Schools program.
- Regularly monitor and record, in the school's ResourceSmart Schools webpages, information relating to the module/s being undertaken.
- Enter bills, generation activity and annual data in the school's ResourceSmart Schools webpages.
- Endeavour to complete all tasks and activities required for the module/s being undertaken.
- Cover the costs for any additional infrastructure or service changes that are required to complete the ResourceSmart Schools program.
- Participate in evaluation activities for the ResourceSmart Schools program.

## Signed on behalf of:

*Loddon Mallee ResourceSmart Waste and Resource Recovery Group*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(insert School name):* \_\_\_\_\_

Name: \_\_\_\_\_ (Principal)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_