

OFFICIAL



Government of Western Australia
North Metropolitan Health Service

Charlies Foundation for Research - Containers for Change Collections SCGOPHCG Procedures



nmhs.health.wa.gov.au



Contents

Charlies Foundation for Research - Containers for Change Collections SCGOPHCG Procedures	1
1. Purpose of This Document	3
2. Before applying for a C4C Bin or Bag	3
3. Applying for a C4C Bin or Bag	3
Application Process	3
4. Role of the SCGOPHCG C4C Representative	3
5. Bin Storage and Collection Area at SCGH	4
6. C4C Bin Movement at SCGH - Swap Process	5
7. Bin Storage and Collection Area at OPH	5
8. C4C Bin Movement at OPH - Swap Process	5
9. Bin Cleaning & Collection Frequency	5
Bin Cleaning	5
Collection Frequency.....	5
10. Contamination Requirements	6
11. For Work Areas That Cannot Accommodate a Bin	6
12. Funding Outcomes	6
13. Support & Contact Information	6
For assistance with C4C applications, contamination issues, bin access, or general queries..	6
For bin storage area access	7
Procedure updates	7

1. Purpose of This Document

The purpose of this document is to outline the approved processes for participating in and managing the voluntary Containers for Change (C4C) program at Sir Charles Gairdner Hospital (SCGH) and Osborne Park Hospital (OPH). Charlies Foundation for Research (CFFR) which supports life-saving research, patient care initiatives and special projects across both sites has received approval from North Metropolitan Health Service (NMHS) to fundraise through the C4C program.

Voluntary participation in C4C enables SCGOPHCG departments to divert eligible containers from landfill and generate fundraising revenue, with all proceeds directed to CFFR. This supports the NMHS Strategic Plan objective to build a sustainable future and the priorities and actions of the NMHS Climate and Sustainability Strategy 2025–2027, including waste reduction, circular economy practices and improved resource recovery.

This document provides staff with guidance on the application process, responsibilities, and operational procedures for accessing, storing, managing, and arranging collection of C4C bins at SCGH and OPH.

2. Before applying for a C4C Bin or Bag

Before applying for a C4C bin or bag, staff and work areas need to consider the space that they will take up, safe positioning and seek in principle endorsement from their Head of Department before proceeding.

The C4C bins are the same size as household 240 litre wheelie bins while the bags are comparable in size to a linen hamper.

Health and safety considerations remain essential, and there are areas where bins cannot be placed. This includes in narrow corridors, clinical areas, evacuation and escape routes or if obstructing the free movement of beds or people.

If a suitable space is identified for a C4C bin or bag, then approval should be sought through appropriate Head of Department and line management channels prior to applying for a C4C Bin or bag.

3. Applying for a C4C Bin or Bag

Once line management approval has been received and one or more volunteers are identified to assist with bin or bag movements you can register interest with CFFR.

Application Process

1. Complete the CFFR **Containers for Change Bin Application Form**.
2. Email the completed form to fundraising@charliesfoundation.org.au.
3. CFFR will notify you regarding approval and next steps.

4. Role of the SCGOPHCG C4C Representative

Each participating area must nominate one or more volunteer C4C Representatives, whose responsibilities include:

- Ensuring the bin or bag is secure, clean, and stored safely.
- Ensure the area surrounding the bin is kept clean and tidy and that any spills are addressed promptly.

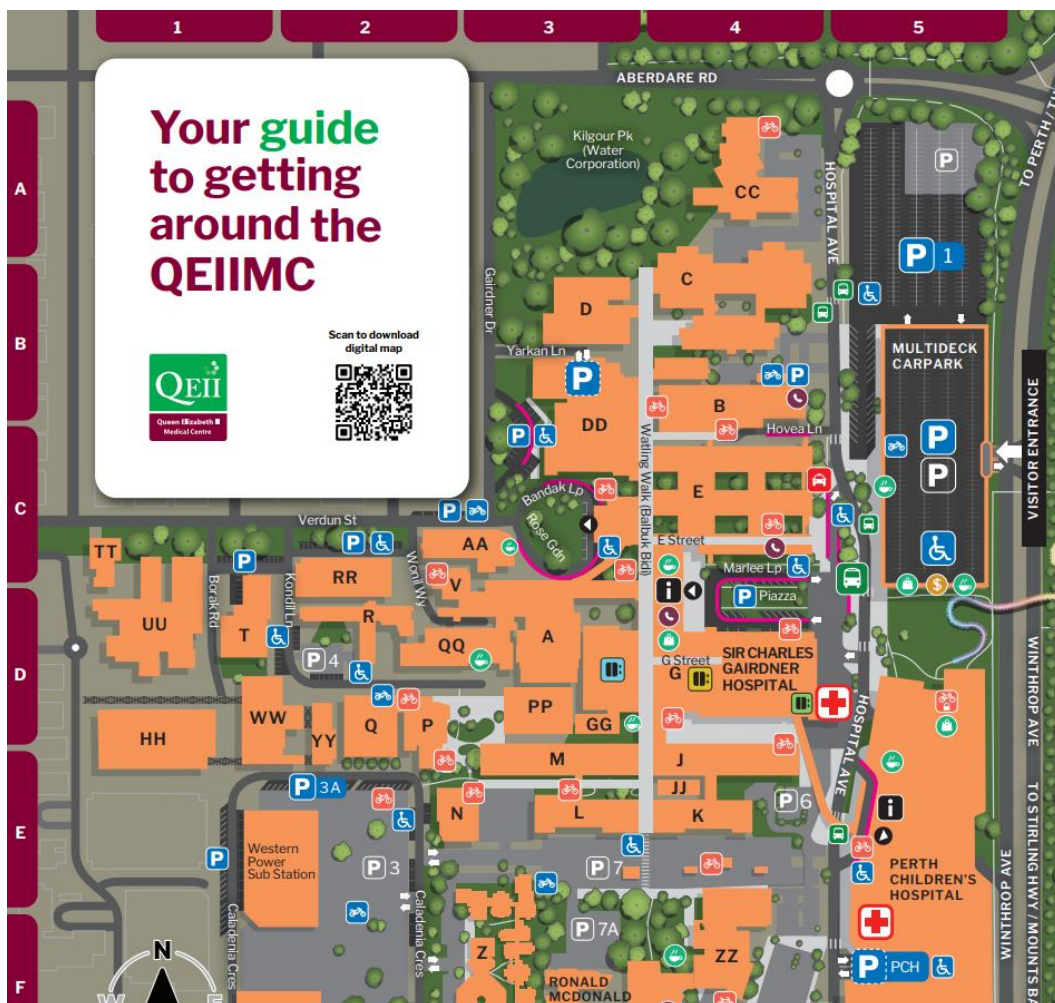
- Ensuring signage remains visible to deter contamination.
- Monitoring for contamination and preventing non-eligible waste from entering the bin through interventions including zip ties on lids, clear signage and education.
- Moving full bins to the approved collection area and returning with a clean empty bin.
- Complying with all C4C program requirements outlined in the application form.
- Reporting any damage, contamination risks, or access issues to CFFR.

Contamination may result in a department being unable to continue participating.

5. Bin Storage and Collection Area at SCGH

A designated storage area for bin exchange and collection has been allocated at SCGH:

- Outside area north of YY Block, accessed via Verdun Street and Kondil Lane (map reference D2).
- The area is gated and padlocked for security reasons.
- Contact the **SCGH Stores Team** on **(08) 6457 2175**, Monday–Friday, 7am–4pm, to access the area for bin movements.
 - Please provide at least 30 minutes notice for your request.



6. C4C Bin Movement at SCGH - Swap Process

When your bin is full:

1. The C4C representative contacts the Stores Team for bin storage area access.
2. The C4C representative transports the full bin to the designated C4C storage/collection point (picture below).
3. Leave the full bin in the allocated area, following signage/instructions.
4. Collect a clean, empty bin from the same area and return it to your department.
5. Ensure the bin is returned to its designated departmental location with signage intact.



7. Bin Storage and Collection Area at OPH

Processes and procedures to be developed. Document will be updated accordingly.

8. C4C Bin Movement at OPH - Swap Process

Processes and procedures to be developed. Document will be updated accordingly.

9. Bin Cleaning & Collection Frequency

Bin Cleaning

- Clean bins are supplied by Scouts WA, who wash and sanitise bins between uses to avoid residue and pests.

Collection Frequency

- Bins are replaced regularly, with frequency adjustments made by CFFR based on usage.
- Scouts WA manage collection logistics and will ensure availability of clean bins.

10. Contamination Requirements

To maintain program integrity and safety:

- Only *eligible containers* may be placed into C4C bins.
- No food waste, liquids, general waste, or non-eligible containers.
- Persistent contamination may result in suspension from the program.
- Report contamination concerns to CFFR promptly.

11. For Work Areas That Cannot Accommodate a Bin

If you are keen to fundraise for CFFR and your area cannot accommodate a 240L bin other options are available:

- A C4C bag can be supplied for individual or small-scale collections (photo below for example).
- Staff can also donate through other eligible container collections by nominating the CFFR scheme ID: C10270074.



12. Funding Outcomes

All funds raised from eligible containers are deposited into the CFFR account.

Raised funds may contribute to future climate and environmental sustainability grants at SCGOPHCG.

Departments will receive periodic updates from CFFR on recycling totals and donation outcomes.

13. Support & Contact Information

For assistance with C4C applications, contamination issues, bin access, or general queries

CFFR – Fundraising Team

- Email - fundraising@charliesfoundation.org.au
- phone - 9457 2042

- website - www.charliesfoundation.org.au

For bin storage area access

Contact the **SCGH Stores Team** on **(08) 6457 2175**, Monday–Friday, 7am–4pm.

Procedure updates

Requests for procedure updates can be directed to CFFR – Fundraising Team

- Email - fundraising@charliesfoundation.org.au
- phone - 9457 2042
- website - www.charliesfoundation.org.au

This document can be made available in alternative formats on request for a person with a disability.