

EPA Litter Prevention Kit Part 3

Local Litter Check Guidelines



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EPA Litter Prevention Kit Part 3

The EPA Litter Prevention Kit helps you tackle local litter problems and keep your environment the way it was meant to be – litter-free.

There are four parts to the EPA Litter Prevention Kit.

Part 1



Things you should know about litter and litterers

Part 2



Delivering effective local litter prevention projects

Part 3



Local Litter Check Guidelines

Part 4



Butt Litter Check Guidelines

You can download the Litter Prevention Kit documents from the EPA website:

www.epa.nsw.gov.au/your-environment/litter-and-illegal-dumping/epa-work-prevent-litter/run-litter-prevention-project/local-litter-check



Introducing the Local Litter Check

Overview

The EPA's easy-to-use *Local Litter Check* is a free online tool to help you tackle litter. Hundreds of Local Litter Checks have been done since it was created in 2013. Anyone can use it – and it works!

There are many ways to approach litter problems. Each community or place is different; no single approach works for every location. The *Local Litter Check* helps you gather evidence to understand the litter behaviour in your local area and to tackle the problem.

The *Local Litter Check* is based on research that shows:

- locals know what works in their community
- locations don't stay clean by accident
- all projects intended to change littering behaviour must be proven to be effective and good value
- an assessment of what does and doesn't work can help improve litter prevention projects

The Local Litter Check is:

- a **planning tool** – helps to decide on the action to take, based on evidence
- a **communication tool** – sets out evidence to persuade others to support litter action
- an **evaluation tool** – measures the impact of the action taken.

Three simple steps

Step 1: Location Inspection

Step 2: Litter count

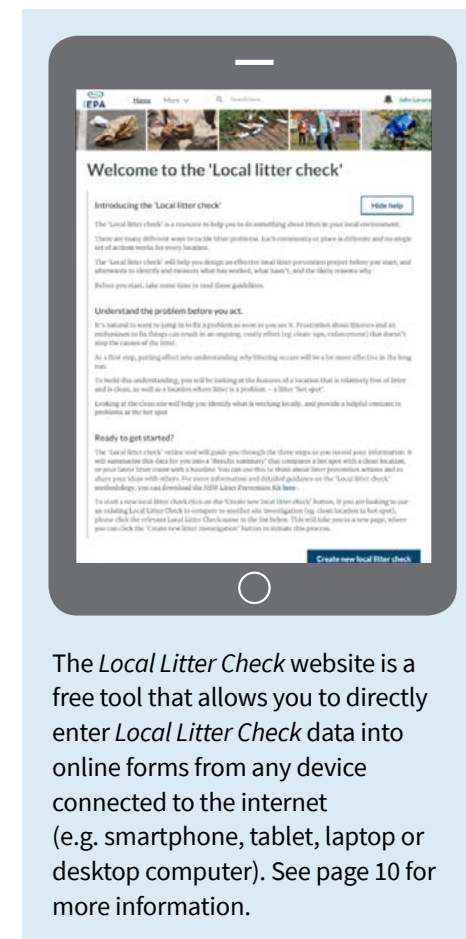
Step 3: User survey

Completing the three steps of the *Local Litter Check* will help you understand what is happening locally in littered areas. A helpful Results Summary is created automatically from these three steps.

The information you gather will help you:

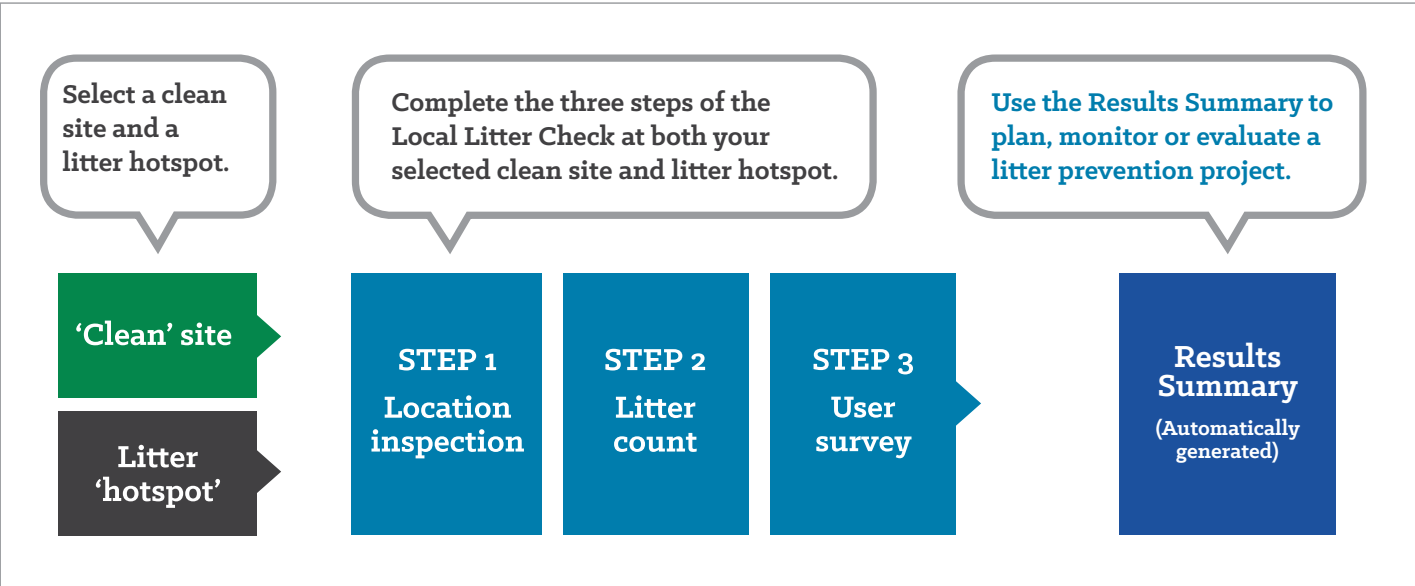
- assess a littered location
- understand the problem and perhaps why people litter the site
- design a litter prevention project
- measure basic outcomes
- evaluate your litter interventions
- identify what worked, what didn't, and why.

After using the *Local Litter Check*, you'll be able to apply your solutions to other litter hotspots. And you will also be able to share your tips across NSW.



The *Local Litter Check* website is a free tool that allows you to directly enter *Local Litter Check* data into online forms from any device connected to the internet (e.g. smartphone, tablet, laptop or desktop computer). See page 10 for more information.

What is the Local Litter Check and how do I do it?



Why do a Local Litter Check?

Understand the problem before you act

You might want to jump in and fix a litter problem as soon as you see it. But your enthusiasm to fix things might not solve the problem and could be costly (e.g. clean-ups, enforcement).

To be more effective, you have to understand and address *why* littering occurs.

The *Local Litter Check* will:

- provide evidence about what contributes to people littering the area
- help identify what works locally
- help you confidently plan a project that attracts funding, gets other people involved, and gets support from local organisations.

Comparing sites

When you do a *Local Litter Check* of two contrasting sites – a clean one and a hotspot you compare them to:

- identify their features
- understand local problems
- decide on the focus of your solution
- prepare evidence to support your project.

Factors influencing littering behaviour

The *Local Litter Check* is structured around five key factors that we know drive littering behaviour:

1. Cleanliness
2. Infrastructure, e.g. bins
3. Education and awareness
4. Enforcement
5. Involvement, e.g. attachment or pride in a location

Your *Local Litter Check* will gather information on factors influencing your litter problem. Then you can apply your resources and effort accordingly.



About the Local Litter Check

‘The Local Litter Check is a simple to use, community-based tool to help develop evidence-based solutions to local litter problems.’

Manager, Litter Prevention Unit, EPA

‘It’s really helpful to have the automatic reporting functions that compare data at various stages.’

**Waste Compliance Coordinator,
NSW Council**

‘It can be hard to know where to start to tackle litter in local areas. The Local Litter Check helped me understand the causes, and develop practical ideas.’

**Project Officer,
Randwick City Council**

‘The Local Litter Check website makes the process really simple. No more paper forms needed!’

**Environmental Education Officer,
NSW Council**

‘Having all the Local Litter Check information, data, photos and reports online in one place is great.’

**Waste Education Officer,
NSW Council**

Facts about the Local Litter Check



Free tool for communities to tackle local litter problems



330+ Local Litter Checks completed in NSW



Local Litter Checks have been used to evaluate 200+ local litter prevention projects



60% reduction of litter at litter hotspots achieved using the Local Litter Check

‘Clean’ and ‘hotspot’ areas

The Local Litter Check investigates a ‘clean’ location and a litter ‘hotspot’.

Clean locations are areas that are relatively free of litter.

Litter hotspots are areas where litter is a problem.

When you compare the two sites, you can identify what works at clean sites, and what you might want to try at the hotspot.

You repeat the three steps of the *Local Litter Check* at both the hotspot and clean locations. This will:



increase your understanding of local problems and solutions



provide evidence of the issues contributing to your litter hotspot



help focus your efforts and start building a case with evidence to support your project’s likely value and return for effort/investment.

Selecting clean and hotspot areas

People generally choose a litter hotspot for a litter prevention project. No matter what type of hotspot location you choose, you need to find a similar location that is clean most of the time and has reasonably similar characteristics. It might help if you talk with council staff involved in city services, cleaning or waste to find a comparison site.

For example, if your litter hotspot is an outdoor eating location, you would need to identify a clean outdoor eating location where people are disposing of their takeaway rubbish correctly.

The *Local Litter Check* website helps you to link the information you collect from your clean site and hotspot site.

NOTE: No matter what type of hotspot location you choose, you need to find a similar site type that seems clean most of the time and has reasonably similar characteristics.



Planning step: before you go out

How to stay safe while collecting information

Follow these tips to help you stay safe:

- Work in pairs.
- Always stay in sight of each other.
- Leave immediately if you feel unsafe.
- Take your phone.
- In an emergency, call someone who can help.
- Protect yourself from the sun.
- Take adequate drinking water.
- Rest between assessments (working outdoors can be tiring).
- Discuss your findings during your break.

Plan the best time to visit

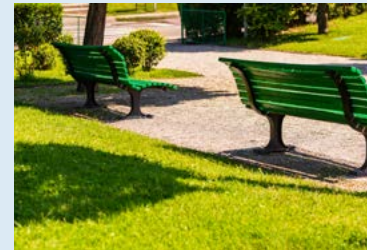
You should visit when the amount of litter at the site shows how it usually looks. You should also visit when people are using it.

- Find out when the site is cleaned. Don't visit straight after it's been cleaned.
- Think about when your chosen site will be used, e.g. for a park or highway rest stop, go at break times, such as lunch, or morning or afternoon tea.

Photos are important

A picture really does tell a thousand words. Take photos of both your locations to show:

- the problems at the hotspot
- what works at the clean location
- the boundaries of your location and the litter count area
- a record of before and after your litter prevention project.



Getting started

At both your selected clean site and litter hotspot(s) you need to complete the three steps of the Local Litter Check.

STEP 1: Location Inspection

STEP 2: Litter Count

STEP 3: User Survey

The usual approach is to go to your selected clean site and litter hotspot(s) locations and record the information – observations, litter counts, conversations with users, taking photos, etc.

Use the *Local Litter Check* website to do all this with the one networked device. When the data is recorded, it is immediately available to anyone who is logged into the site.

All three steps will help you capture information about your location. The sections from the clean location and the hotspot are then summarised into a **Results Summary** form.

With this information, you can:

- identify any specific issues you may not have been aware of
- identify the type and sources of litter
- compare your views and users' views of the location
- test whether your proposed litter prevention program is actually the best for these identified problems
- refine your ideas to suit the features in your selected location(s).

The three steps of the *Local Litter Check* are explained in the following pages. Each step takes about 35 minutes to complete.



NOTE: Are you targeting cigarette butt litter?



If so, use the **Butt Litter Check** instead of the **Local Litter Check**.

See **page 25** for more information on Resources.

EPA Litter Prevention Kit Part 4
Butt Litter Check Guidelines



The Local Litter Check website

The free Local Litter Check website is for anyone who wants to prevent litter.

On the website, you can directly enter *Local Litter Check* data into online forms using any device connected to the internet (e.g. smartphone, tablet, laptop or desktop computer).

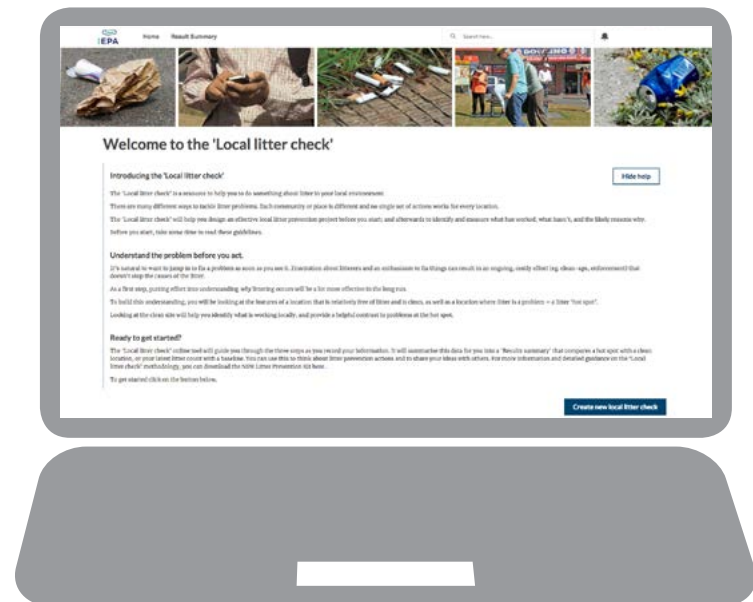
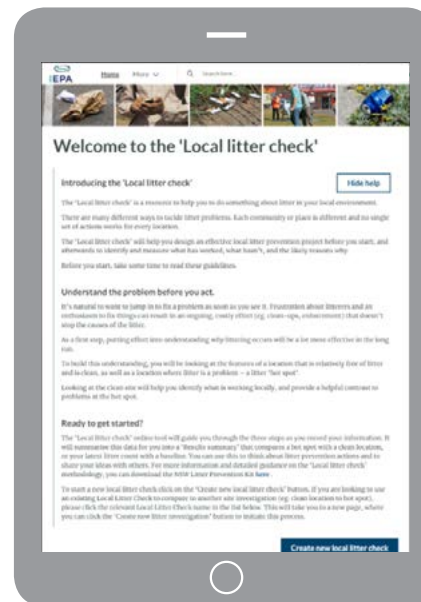
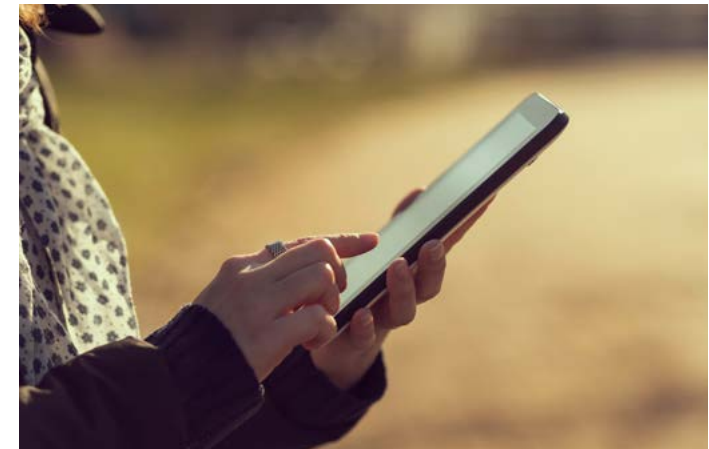
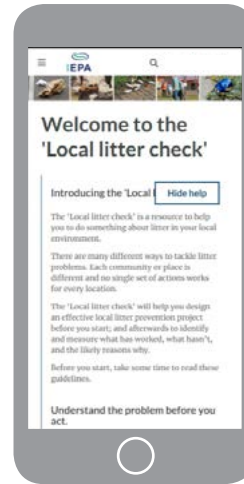
After registering and logging in, you can:

- enter and edit data for your own *Local Litter Checks*
- access all your *Local Litter Check* data anywhere and anytime in one place
- automatically generate summaries and reports that can be emailed or printed
- analyse your information and use it to make findings
- contribute to a powerful database about the best ways to prevent litter
- access all the other *Local Litter Checks* on the system.

Accessing the website

Go to litterchecks.epa.nsw.gov.au/LocalLitterChecks/s/login
Though it works on any web browser, it works best in Google Chrome.

Enter your login and password. On your first visit, you will be guided through a simple registration process.



Tips for using the website

Logging on

Once logged in, you will be prompted to 'Create a new local litter check' or continue working on a litter check you started previously.

If you 'Create a new local litter check' you must give it a name that is unique to the site. To continue working on an existing litter check, select the name from the list.

Then follow the prompts through the three steps of the *Local Litter Check*: **Location Inspection**, **Litter Count** and **User Survey**.

Guidance and help

The website guides you as you go, with:

- detailed introductions at the start of each section that you can hide or show as required
- 'pop up' text boxes that help clarify individual questions.

If you have issues accessing or using the website, email litter.prevention@epa.nsw.gov.au.

Answering questions

Most questions ask you to select either a 'true/false' answer, or one or more options from a list. If the answers available are not suitable, either choose the closest option or leave it and move on.

NOTE: compulsory questions are marked with a red asterisk ★

Most pages also contain a free text field where you can explain your answers in detail or write notes that relate to the questions on that page.

Navigation

Use the navigation bar at the top of the page to move between the three steps at any time. If you leave the page you are on to go to another step (e.g. from the Location Inspection to the User Survey) the website automatically saves the information on the page you are leaving.

Navigate to the next page or previous page at the bottom of each page. There is also a 'Save and exit' button on every page.

Attachments and uploads

To attach photos or files, click on the Upload file button.

NOTE: there is a limit of 20 uploads per check.



What if there's no network at my locations?

For sites with no 3G, 4G or Wifi reception, you will need paper forms to collect your data. Download **Location Inspection**, **Litter Count** and **User Survey** forms from www.epa.nsw.gov.au/your-environment/litter-and-illegal-dumping/epa-work-prevent-litter/run-litter-prevention-project/local-litter-check

Record your data on the forms and enter it online later. Yes, it's inconvenient, but when your *Local Litter Check* data is securely stored on the website, you will be ready to edit the information, upload photos and files, and download and share reports.

STEP 1: Location Inspection **Local Litter Check**

Organisation name _____
Contact name _____ Phone _____

Town _____

Site type _____

Map ref. _____

Photos Yes No

People _____
Total _____

Number _____

Area is Busy Quiet

Doing Moving Other

Weather Windy Other

Temperature _____

Illegal dumping Yes No

Your views on location

CLEANING

1 Most of the location is clean and free of litter

2 The location seems to be relatively new

3 Most of litter here seems to be relatively new

4 Cleaning up here would be quick and easy to do

5 There are enough bins here

6 Bins here are easy to use

7 Bins here are clean (free of dirt or graffiti and damage)

8 The area and amenities here are well maintained (e.g. seats, landscaping, paving)

INFRASTRUCTURE

9 It is clear what people are expected to do with litter here

10 Litter here is due to poor community behaviour not lack of awareness

11 People know the problems litter causes here

12 I would ask someone who had just littered here to pick it up

EDUCATION

13 Litterers here are likely to get caught and fined

14 People can see what you are doing here so no one is likely to litter

15 If I saw someone littering here I would try to report them

16 Educating litterers and enforcing fines here is as good as it can be

ENFORCEMENT

17 Local agencies (e.g. Council) seem to be doing their bit to keep this place clean

18 I would pick up someone else's litter here

19 The location is a good advertisement for community involvement in litter prevention

20 I am satisfied with litter prevention here

INVOLVEMENT

Thinking about where we are, at this location, do you think...?

True/false	Comments from location users
CLEANING	
1 Most of the location is clean and free of litter	e.g. I like coming here, it's always clean
2 Most of litter here seems to be relatively new	
3 Cleaning up here would be quick and easy to do	
4 There is no graffiti here	
subtotal (Add only True responses)	/4
INFRASTRUCTURE	
5 There are enough bins here	e.g. The bins do a really good job of containing litter
6 Bins here are easy to use	
7 Bins here are clean (free of dirt or graffiti and damage)	
8 The area and amenities here are well maintained (e.g. seats, landscaping, paving)	
subtotal (Add only True responses)	/4
EDUCATION	
9 It is clear what people are expected to do with litter here	e.g. Signs would really help here
10 Litter here is due to poor community behaviour not lack of awareness	
11 People know the problems litter causes here	
12 I would ask someone who had just littered here to pick it up	
subtotal (Add only True responses)	/4
ENFORCEMENT	
13 Litterers here are likely to get caught and fined	e.g. I have seen people fined for littering here
14 People can see what you are doing here so no one is likely to litter	
15 If I saw someone littering here I would try to report them	
16 Educating litterers and enforcing fines here is as good as it can be	
subtotal (Add only True responses)	/4
INVOLVEMENT	
17 Local agencies (e.g. Council) seem to be doing their bit to keep this place clean	e.g. Everyone tries to do their bit here
18 I would pick up someone else's litter here	
19 The location is a good advertisement for community involvement in litter prevention	
20 I am satisfied with litter prevention here	
subtotal (Add only True responses)	/4
User Survey total (Add all True responses)	/20
Multiply the score out of 20 by 5 to give total out of 100	/100

NSW Environment Protection Authority Continued over page >



NOTE: The *Local Litter Check* website aims to make completing litter checks easier and litter prevention projects stronger

Whenever possible, complete your checks on the website.

Preparation checklist

- Discuss your project with local partners, particularly your local council or shire
- Register on the *Local Litter Check* website
- Identify a litter hotspot and clean location
- Ensure the hotspot and clean locations are of the same site type
- Plan the best time to visit each site
- Understand how to stay safe while collecting information

Take what you need with you:

- A networked smartphone, tablet or laptop
- Sunscreen, hat, water
- Mobile phone in case of an emergency
- Camera
- This guide, which has instructions on how to fill out the forms.

If you are using paper Local Litter Check forms:

- Clipboard and pen
- Two sets of forms – one for your clean location and one for your hotspot.
Make sure you have the correct forms (Bins / No Bins)
- Three or more copies of the **User Survey** for each location

Print this page and take it with you when you do a *Local Litter Check*.



Step 1: Location Inspection

In Step 1, you inspect your chosen location and fill in the Location Inspection section online.

You will complete a checklist of questions to assess the key features of the Litter Check location. This information helps you understand the location as a whole, including how the area is used.

The **Location Inspection** helps you record details about the location including:

Page 1: Location Details

Page 2: Observations

Page 3: Cleaning

Page 4: Infrastructure

Page 5: Education

Page 6: Enforcement

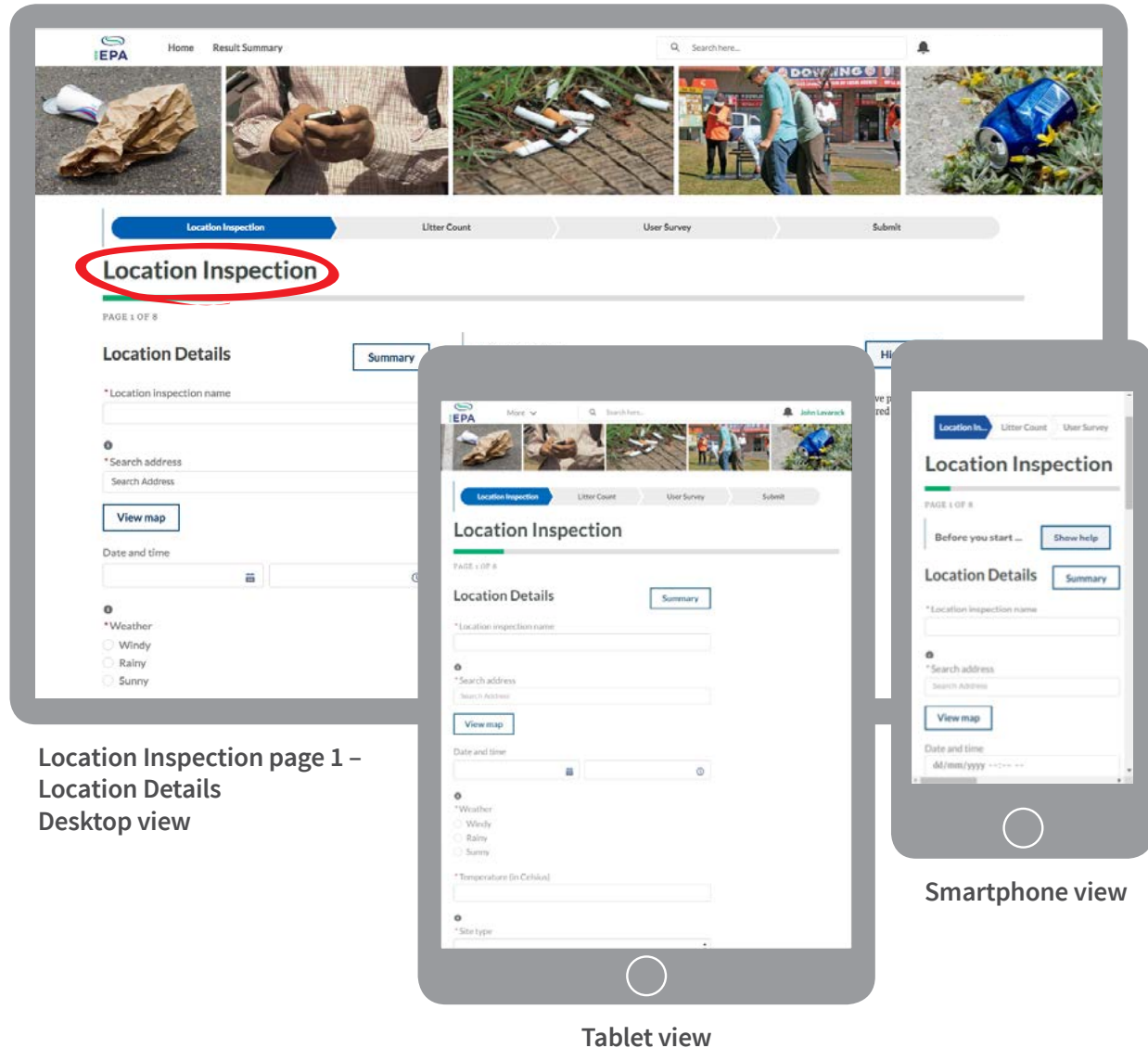
Page 7: Involvement

Page 8: Summary.

Choosing your Litter Check location

Before you begin a *Local Litter Check*, you need to decide the overall boundaries of your location. If it is a large site, choose a representative location within the site that you can walk around in about 8 minutes.

Note: The representative location should not be the most or the least littered section. Within this location you will also choose a 48m² area for your Litter Count (Step 2). You will draw the Litter Count area on the map in Step 2.



Location Inspection page 1 – Location Details Desktop view

Smartphone view

Tablet view

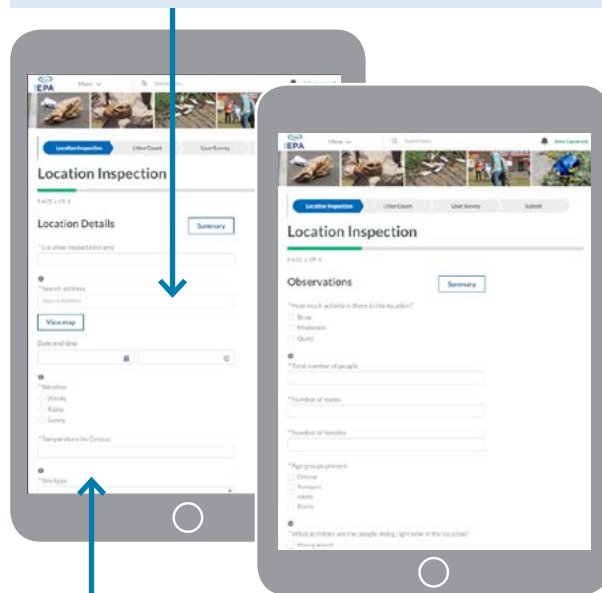
Location Details and Observations

To get started, complete the **Location Details** and **Observations** sections on pages 1 to 2 of Step 1.

Maps



When you enter the address of the site on page 1 (**Location Details**), a map will automatically be generated by Google Maps. This information will then appear on all other steps in the *Local Litter Check*.



What type of site is this?



Choose your location type from the dropdown box. See page 26 for a short description of common location types.

Location Features

Next, confirm the **Location Features** – cleaning, infrastructure, education, enforcement and involvement – by filling in pages 3 to 7.

- Slowly walk around the location in a circuit and answer true/false to the statements as you go.
- Don't spend too long answering the true/false statements. Respond with your first impressions or leave the question blank if the available answers are not suitable.
- Use the time to observe other factors of interest and make notes online in the free text fields. For example, you might note that it is an open area where litterers can be seen, or that some features need repair.
- Take photos of the location and to upload to the website later.



Location Inspection Summary

When you've completed all sections in Step 1, a summary of your data will be generated automatically.

Review your **Location Inspection Summary** to ensure it is accurate.

You can also download, print or share a PDF version of the **Location Inspection Summary**.

Location Inspection		Location Inspection Address	
Location Inspection Name	Nearby Street carpark	Location Inspection Address	10 Valentine Avenue Parramatta NSW 2150
Site Type	Car park	Area Classified As	Clean Site
Number of bins at location	0	Assessment Stage	Preliminary
Observations			
Date and Time	25 October 2018, 12:00 PM AEDT	Area Is	Moderate
Weather	Windy	Total Number of People	7
Temperature (in Celsius)	21	Number of Male People	3
How Littered Overall?	Slightly	Number of Female People	1
Illegal Dumping?	No	Age Groups Present	Adults
Graffiti	No graffiti	What activities are the people currently engaged in?	Passing through/standing
Litter affected by/accumulated by	People littering/Wind		
Dumping Details			

Does this Location Feature:	
Cleaning	True/False
Most of the location is clean and free of litter	True
The location seems to have recently cleaned	False
Most of the litter here seems to be relatively new	True
Cleaning up here would be quick and easy to do	True
Cleaning Comments:	
Infrastructure	True/False
There seems to be enough bins here	True
Bins are visible from all parts of the location	True
Bins here are easy to use for most people	True
Bins are clean (free of dirt, graffiti, damage)	True
There is no litter around bins	True
Litter cannot escape from bins	True
The area and amenities are well maintained (e.g. seats, tables, landscaping, paving)	False
There is no litter around the amenities	True
Infrastructure Comments:	
There are no street bins, but people probably use domestic waste bins for litter	True/False
Education	True/False
It is clear what people are expected to do with litter here	True
Signs are easy to read, undamaged and free of graffiti	False
Litter here is due to poor community behaviour not lack of awareness	True
People know the problems litter causes here	True
Education Comments:	
There are lots of front door opening onto this part of the street	

Step 2: Litter Count

In Step 2, you count litter and complete the Litter Count section online.

The **Litter Count** measures litter by counting the number of items and types at a selected location.

A **Litter Count** helps you understand the amount and the main types of litter at the location. It can also help identify possible sources of litter.

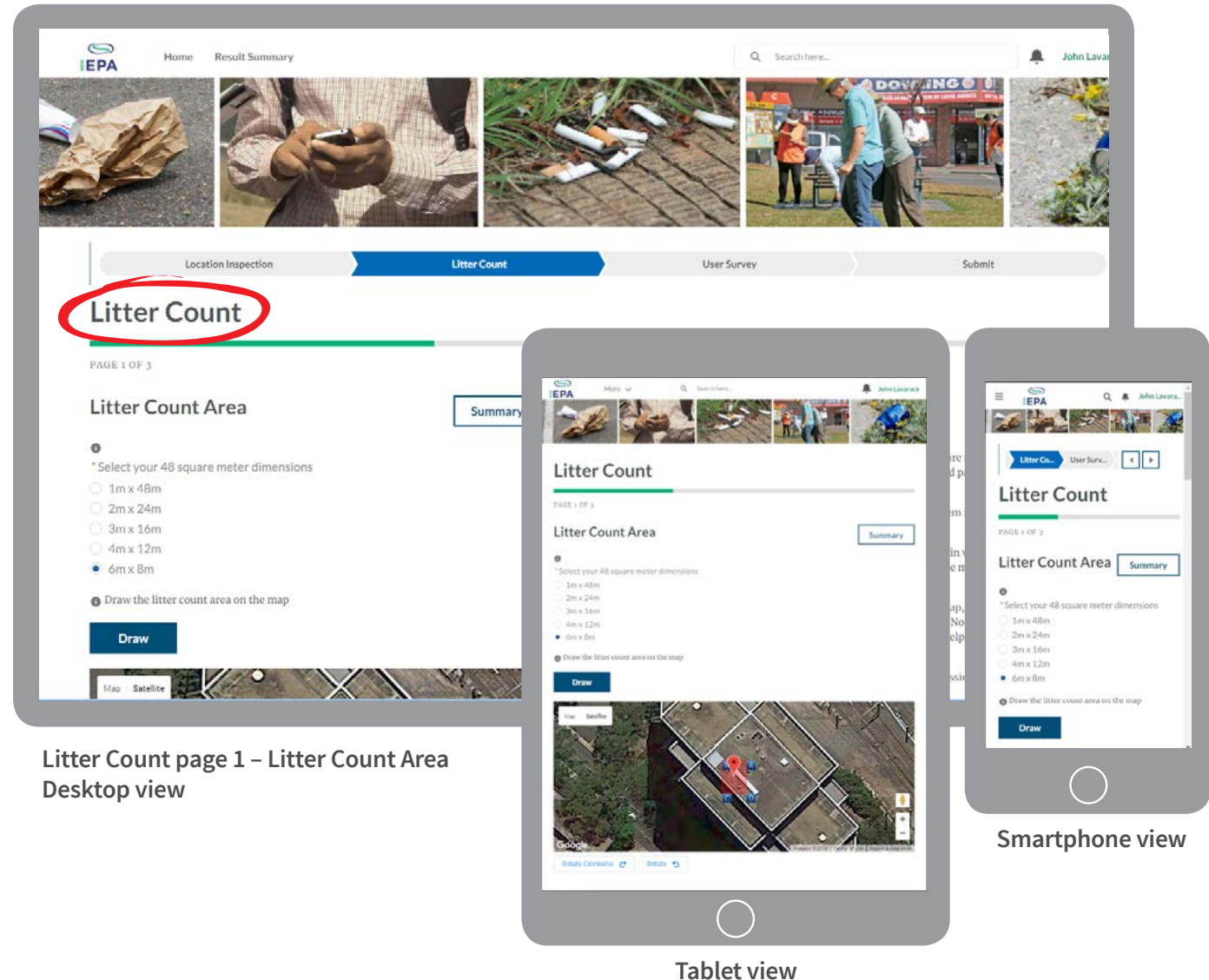
Complete this step in a **Litter Count Area**, which is a small, 48m² area within the chosen location that broadly represents the whole location.

During the **Litter Count**, you will record:

Page 1: Litter Count Area

Page 2: Type and tally of litter

Page 3: Summary.



Litter Count page 1 – Litter Count Area Desktop view

Smartphone view

Tablet view

Preparing for a Litter Count

Select the Litter Count Area

If you have chosen a large area for your Location Inspection (**Step 1**), you will complete the Litter Count (**Step 2**) in a smaller 48m² area (the **Litter Count Area**) of that location.

For example, at the picnic and playground area of a park, or one end of a shopping mall.

Confirm the Litter Count Area dimensions

The Litter Count Area can be any of the following configurations of 48m²:

- 1 x 48m 2 x 24m 3 x 16m
- 4 x 12m 6 x 8m

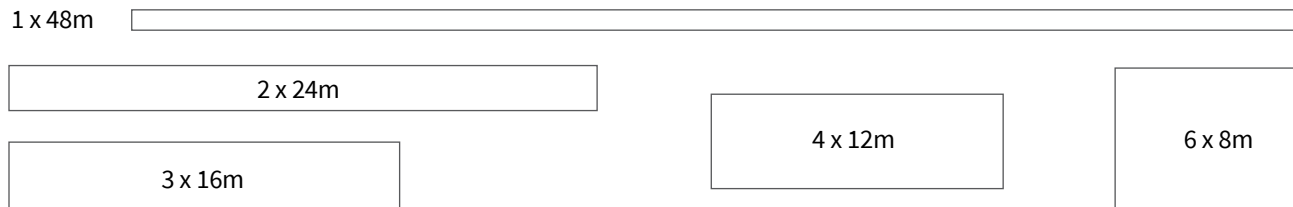
You can use different configurations of 48m² at each location. For example, 1 x 48m at the clean location and 4 x 12m at the hotspot.

Measure the Litter Count Area dimensions

The website will accurately map your litter count area. However, while you're on site, it may help to pace out the boundaries first. For most people, a long stride is one metre, or an ordinary walking step is half a metre. Alternatively, you could use a measuring tape, distance measure mobile app or a measuring wheel.



Example litter count areas:



Litter Count Area

To begin the Litter Check, confirm the dimensions and map out your **Litter Count Area** on page 1 of **Step 2**.

- Select the 48m² dimension configuration of the count area from the list.
- Click ‘Draw’ for the **Litter Count Area** to be drawn automatically (in red).
- If the location shown on the map is incorrect, fix it this way: On a desktop, click on the red box to drag it to the correct position. On a smartphone or tablet, use two fingers together to drag the red box into position.
- To ensure what you see at the site correlates with the online map, use the A, B, C, D markers on the **Litter Count Area** to match the corners and edges of obvious location landmarks.
- Use the ‘Rotate’ buttons under the map to align the area with the location features.
- If you need to adjust the configuration of your count area, select the correct dimension configuration in the list above the map and click ‘Draw’ again.
- Remember, the map location can be edited later.

NOTE: To help you and others find the count area in the future, take some notes to record the features used for the A, B, C, D markers on the red **Litter Count Area**.



Litter Count

Before you begin the **Litter Count**, familiarise yourself with the litter categories in the online form.

- Click on each category to expand the selection.
 - Examples are listed of typical litter items found in each category.
- To complete the **Litter Count**, you will use the Tally buttons to record every littered item in the count area.
- Start the litter count from one corner of your **Litter Count Area**, clicking the + sign against each litter type you see.
 - Walk all the way along one boundary. Then turn around and walk back in parallel lines to cover the whole area.
 - With each parallel pass, count the litter items on the ground that are within your shoulder width only. This will ensure that you cover the whole area and don’t double-count.
 - If there are too many items to count – eg. many bits of broken glass – make an estimate and record the number in the text box.

NOTE: Please do not clean or pick up the litter that you see. If you want to clean the site, wait until after you complete the whole Litter Check (including all the User Surveys) to ensure you record information about the location in its typical state.

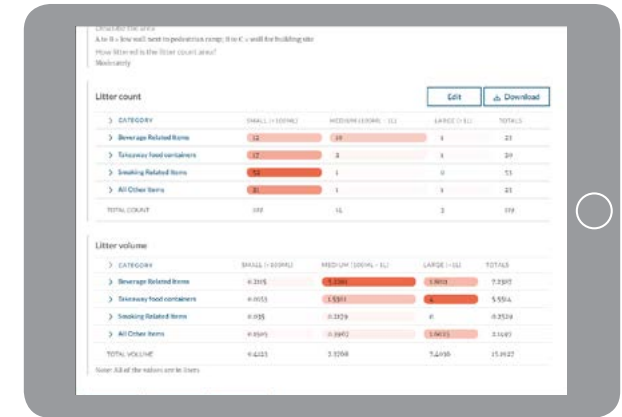


Litter Count Summary

When you’ve completed the sections in **Step 2**, a **Litter Count Summary** will be generated automatically, including the estimated volume of litter.

In the first table of the summary, the colour intensity highlights the main littered items based on items counted.

In the second table, the colour intensity highlights the main littered items based on volume.

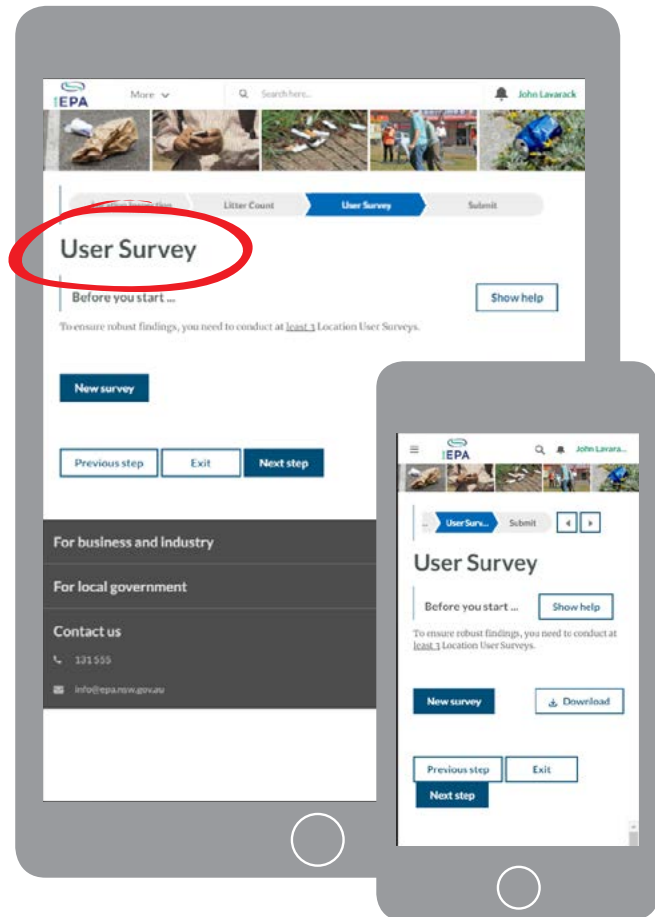


You can download, print or share a PDF version of your **Litter Count Summary**.



Step 3: Location User Survey

In Step 3, you interview location users at your Litter Check Location and complete the Location User Survey section online.



The purpose of the **Location User Survey** is to get different perspectives on what works well and what might be done to address litter problems at the location. By talking with the users of the location you can check some of your assumptions about the location and its litter issues.

During the **User Survey**, you will record the location user's thoughts on the following factors:

- Page 1: Cleaning
- Page 2: Infrastructure
- Page 3: Education
- Page 4: Enforcement
- Page 5: Involvement
- Page 6: Details about the interviewee
- Page 7: Summary

Essential information

- To ensure robust findings, you need to conduct at least three **User Surveys**.
- The people you survey must be aged 18 years or over and be able to give their consent.
- Stay safe. Do not continue a survey if you feel threatened or if communication is difficult.
- If no-one is there to survey, you will need to return and complete the survey at another time, e.g. outside office hours, including weekends.

Tips for conducting a survey

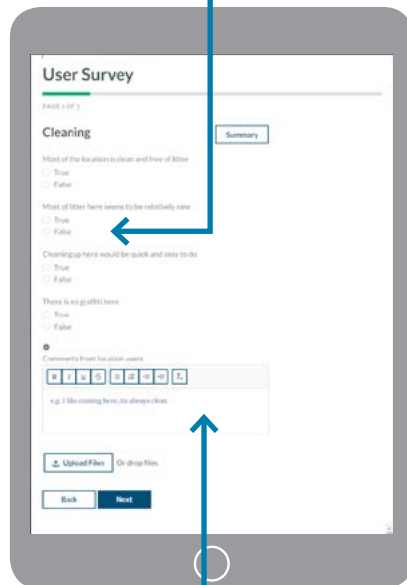


- The online **User Survey** form is best used as a guide to having a conversation with the location user. It's OK to adapt the language of the survey to suit the location user, but you should be familiar enough with the questions to ensure you cover them all.
- It doesn't matter if the person uses the location every day or for the first time – it's important to understand their views.
- Approach people directly and speak with a positive, friendly tone of voice. Briefly explain that you would like to ask their views on litter at this location.
- Some people won't have the time or interest so try to assess whether they are interested in participating. If they are in a hurry, don't irritate or annoy them. If it's appropriate, you might walk with them while you finish the survey (ask if this is OK to do).
- Always finish the survey by thanking them.

Cleaning, Infrastructure, Education, Enforcement, Involvement

To get started, ask the survey questions on pages 1 to 5. Don't spend much time on any one statement, but do allow people time to think before asking for a response.

True/False questions: All survey questions ask for a True/False response. If the interviewee can't answer, leave that question blank.

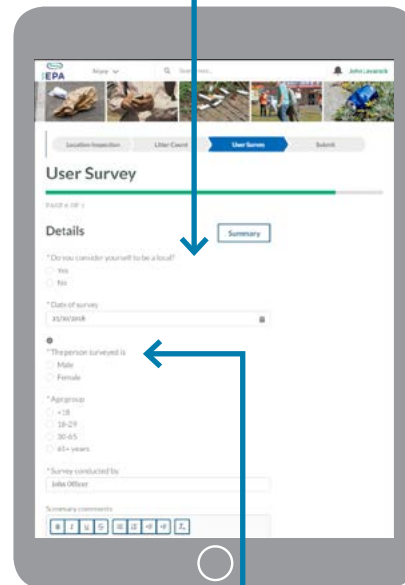


Add information: Use the free text field on each page to add extra comments. If there is something the person wants to point out on the site, you can take a photo and upload it to the page.

Details

To complete the **User Survey** you need to record some details about the interviewee.

Ask the person the first question:
(Do you consider yourself to be a local?).



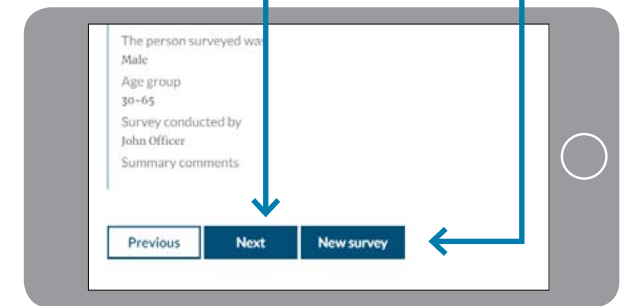
Use your own judgement to fill out the other questions about gender and age.
Do not ask the person for these details.

User Survey Summary

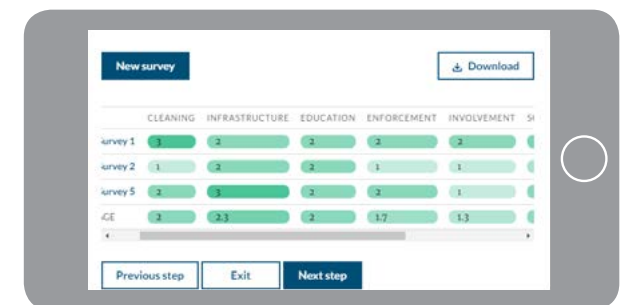
When you have completed all the questions in Step 3, a **User Survey Summary** will be automatically generated.

Click 'Next' to return to the homepage of the User Survey.

Click 'New survey' to start a new User Survey.



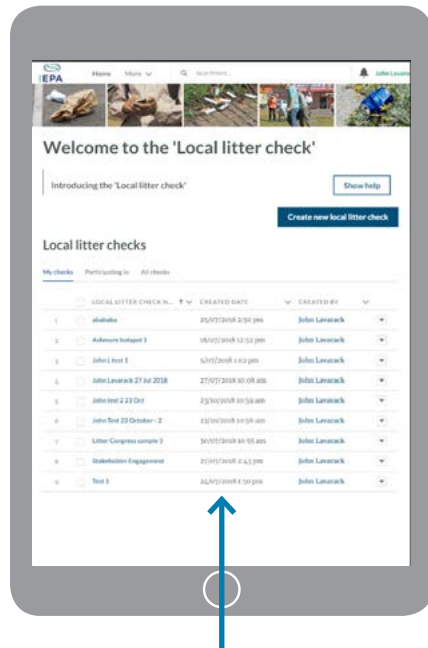
When you return to the homepage, the results of the surveys will be progressively summarised in the table. The colour intensity highlights differences between the surveys. The average score is also provided.



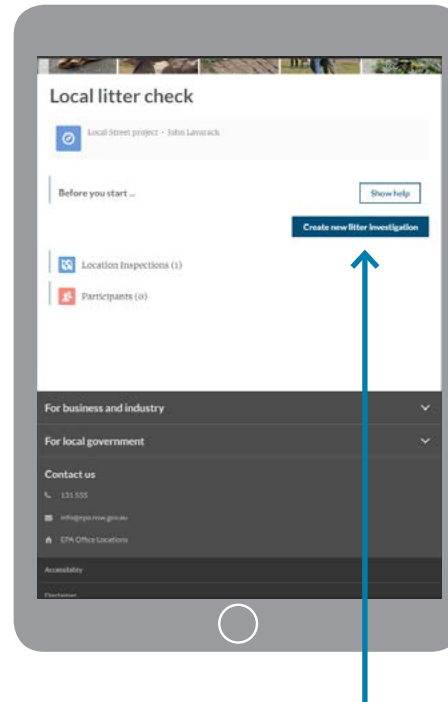
Starting a litter investigation at the next site

Once you have completed collecting data at your clean site and are ready to move on to collect information at the hotspot, you can link your files to help with later analysis.

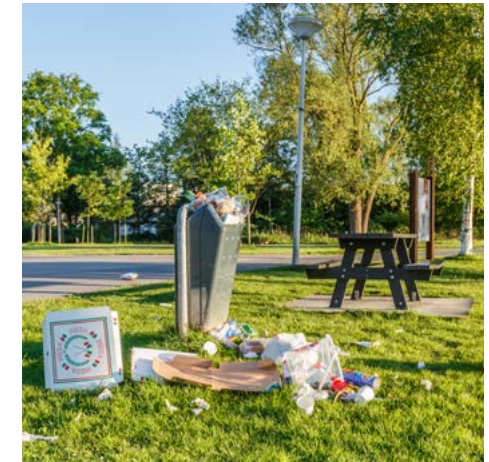
1. When you finish collecting data at your site, the website will ask you to submit the file.



2. After you submit the *Local Litter Check*, it will appear in the list on the home page.
3. Find the name of the *Local Litter Check* you have completed and click on that.



4. A new screen will appear with a button to **Create a new litter investigation**. When you click on this button, you will start a *Local Litter Check* for a new location that will be automatically linked to the one you just completed.



Final step: Results Summary

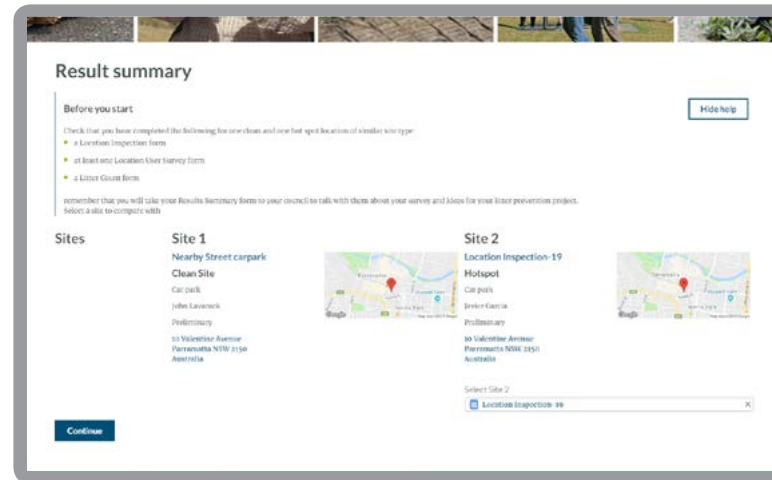
Understanding the Result Summary

When you have completed all the steps at two sites, and entered your data into the *Local Litter Check* website, your results will be automatically summarised into a **Result Summary**.

The **Result Summary** brings together all of your *Local Litter Check* work and provides essential information to guide your thinking about actions in your litter hotspot. Your **Result Summary** will help you to make sense of your findings, compare your clean and hotspot locations, and organise your results so you can show and involve others. For example, it will help you identify:

- aspects that are working and seem to be helping to prevent litter
- the total litter count, total litter volume and key litter items
- location features that may be ‘encouraging’ litter
- how people use the location
- what you learned from people using the location that might help with litter prevention
- ideas for action.

Your results provide key evidence (data and information) that you can use to build a case to support possible activities for a litter prevention project.



NOTE: The **Result Summary** page does not provide a download option, but is already formatted to be printed as it appears on a desktop or laptop screen.



What’s the difference between ‘data’ and ‘information’ in the Local Litter Check?

Data:

The individual answers recorded in the *Local Litter Check* forms.

Example: Selecting ‘true’ or ‘false’, or recording the number of a litter items that you counted.

Information:

The findings you make about the site using the data recorded in the *Local Litter Check* forms.

Example: Information that ‘the most littered item at this location is takeaway packaging’ could be based on the data that over 50% of the litter volume counted was takeaway litter items.

Good information is based on good data. Therefore it is important to aim for completeness and accuracy when collecting the data in the *Local Litter Check* forms.

Putting your local litter check to use

1. Plan a Litter Prevention Project

You use the information you collect through the *Local Litter Check* to refine ideas and help to make a litter prevention project work. You do this by assessing a clean location and a hotspot with a similar use at the same time – before you start any litter prevention action.

The *Local Litter Check* will guide your thinking across the five key factors for litter prevention:

Cleaning

Are the two sites cleaned differently? For example, is the clean site cleaned more regularly than the hotspot, or at a different time of day? Cleaning may be more effective just before users arrive or if done more frequently during heavy use. You may need to ask the local council about the cleaning schedule.

Infrastructure

What seems to work locally to prevent litter? Consider these things:

- Bins – size, number, cleanliness, positioning.
- Tables and seats – number, general condition, attractiveness.
- Sightlines – can litter accumulate in out-of-the-way corners?
- Signs – showing where to put litter. Would a prominent sign saying ‘Please put your rubbish in the bin’ make a difference?

Awareness or education

Do people expect to behave differently at a clean site and a hotspot? For instance, at a hotspot, people might think that adding more litter won’t make any difference. On the other hand, at a regularly cleaned site, people might want keep it even cleaner. Can the right behaviour be reinforced by signs or other prompts? When you are planning, use the User Survey results for ideas.

Enforcement

Enforcement is an important aspect of litter prevention. Research shows that increasing the perception of getting caught for littering can change behaviour. Is there a way to include enforcement at the hotspot?

Involvement or attachment

Do people have a different sense of belonging at the clean site than at the hotspot? Do local people or businesses clean their footpaths at the clean site? Does that make a difference to their sense of belonging? At the hotspot, are there ways to bring locals or regular users into the picture? For example, by helping to keep the area clean or by simply talking to others about putting their rubbish in the bin. If so, try to include local clubs, businesses and community groups.

These are just a few examples for putting your *Local Litter Check* to use. It will work best when it stimulates in-depth discussion and thinking about a site.



Remember, successful litter prevention projects often use a combination of factors. For example, the message to ‘put rubbish in the bin’ might be strengthened if the area is cleaned regularly. Or providing car rubbish bags at roadside stops may be strengthened by a campaign that highlights the risk of getting fined for littering from cars.

The future of litter data

As more people complete and store *Local Litter Checks* on the website, the information will become more powerful.

Dashboards will be available to allow users to analyse data and complete investigations such as:

- comparison of local, regional and statewide trends in litter

- trends across site types and/or litter types, e.g. car parks and takeaway containers
- the impacts of environmental conditions on litter and littering behaviour trends, e.g. weather
- trends measured in *Local Litter Checks* compared to other datasets, such as the National Litter Index.

2. Monitor and Evaluate a Litter Prevention Project

For your litter prevention project, use the *Local Litter Check* to monitor progress and to evaluate results.

Before starting the project, do a *Local Litter Check* at your hotspot. This becomes your baseline. Then after more *Local Litter Checks* at the same site, you can compare those results to your baseline to identify any changes.

For example, do User Surveys show a change in attitudes to the site over time? Does the Litter Count show more or less litter? Can you see differences at the site through the Location Inspection?

3. Share Findings and build support for your project

Use the **Results Summary** to present your findings to your local council, businesses or other stakeholders. This one-page summary is important. It's a clear snapshot – to the point and action-oriented. Your results demonstrate why you think your proposal will work.

You can also use the **Results Summary** form as part of any funding application, along with supporting evidence. Funding applications should include comments, suggestions or other input from your council, particularly their concerns and your

responses. A partnership approach with your local council is highly desirable (but not essential) to support funding applications through the NSW Litter Prevention Program.

Brief council and find other partners and supporters

After your *Local Litter Check*, you should talk to your council and other stakeholders about your findings, and your ideas for a litter prevention project.

Find someone in council who knows about the site (e.g. a sustainability or waste officer). Rather than do a formal presentation, just talk to them about your findings and ideas.

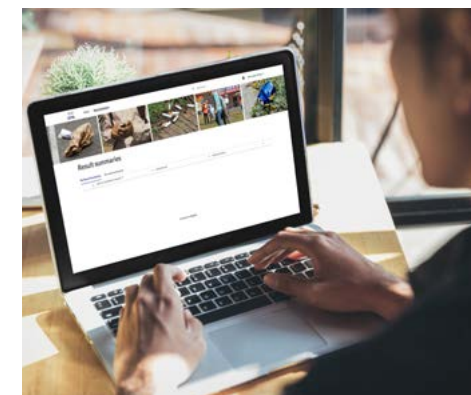
Apply for a grant and repeat the Local Litter Check to measure the success of your litter project

All funding applications under the NSW Litter Prevention Program need to use the *Local Litter Check* as a first step to collect information. This allows the merits of proposals to be compared and assessed, with consideration for the individual character of public places across NSW.

If you are applying for a litter project grant, the *Local Litter Check* contains important evidence, especially for your project planning, monitoring and evaluating.

If you receive funding, the check will help you report on how well your grant project worked, including its challenges.

Collecting information and presenting results in the same way also means that they can be more easily shared and understood by others. All NSW communities will be able to learn from each other about how to successfully prevent litter and, most importantly, celebrate local achievements.



There are three main ways to share your Local Litter Check data:

Click the 'Share' button to create a URL of the page you are on, which you can cut and paste into an email.



Click the 'Download' button to produce a formatted table to print or attach to an email.



Click the 'Add Participant' button to email an auto-generated invitation to someone to register and log in to the *Local Litter Check* website.



Resources

Litter prevention

The NSW EPA has developed a range of resources to help you plan and deliver litter prevention projects.

The resources can be downloaded from the EPA website: www.epa.nsw.gov.au/your-environment/litter-and-illegal-dumping/epa-work-prevent-litter/run-litter-prevention-project/local-litter-check

Other EPA

The EPA provides a range of grants and resources across many sectors to help care for and protect our environment.

The full range of EPA grant programs is available from the EPA website: www.epa.nsw.gov.au/working-together/grants.



Appendix: Site types

Beaches: The sandy area between the water and a boundary or border that clearly marks areas for recreation, including boardwalks adjoining the beach, such as at Manly in Sydney.

Parks adjoining beaches are considered to be separate locations, e.g. Bronte Park and Bronte Beach.

Landmarks: These have some significance in the history or culture of a city or town. Landmarks are often meeting places, such as the ANZAC Memorial in Hyde Park, Sydney. Landmark buildings are characterised by sightseeing or tourist activity. Other landmarks are considered icons, such as the Opera House in Sydney, the Blowhole at Kiama, or the Big Banana in Coffs Harbour.

Malls: A pedestrian thoroughfare or sheltered promenade with merchandise and food vendors lining the walkway or street. Often, vehicle access to the area is limited, e.g. Hunter Street Mall in Newcastle.

Markets: Open spaces or covered buildings where merchants and food stalls sell goods and fresh produce to the public. Markets often include seating and eating areas, e.g. Byron Community Market in Byron Bay.

Parks: Grassy places with shrubbery or garden beds, seats and tables, and often with barbecue facilities and children's play equipment.

Public buildings: The area around a building that is open to the public, which often includes places for people to sit and eat, and is within walking distance of food vendors, e.g. a library, post office or museum, council buildings, courts and art galleries.

Rest areas: Any public wayside or recreational area off a road that is used for rest breaks, often including toilets, barbecue areas, seating or gardens. A rest area is generally located on a highway in a regional area.

Shops: Shopping strip areas for selling goods, services and food, often with car access in the middle, wide footpaths, and places for people to sit, e.g. Leura Village in the Blue Mountains or George Street, The Rocks or Campbell Parade, Bondi, in Sydney.

Smoking areas: A formal or informal area outside an office building or tertiary institution designated for cigarette consumption, with ashtrays that are either official and permanent or unofficial and non-permanent.

Transport: Outdoor areas designed for waiting for transport, or transit areas with pedestrian traffic going to and from public transport, and often with space for parking and manoeuvring vehicles, e.g. bus stops and tram stops.

- **Ferry terminals:** The area immediately in front of or outside a ferry terminal, before passengers have to submit a ticket.

- **Railway easements:** The area immediately in front of/ outside a railway station, which provides sheltered access for the public to the railway station. Defined by a boundary or a fence, and ends where a fence-line provides entry for the general public to pass through.
- **Bus stops:** A specific area, usually with a shelter, where a bus would pull up to collect passengers. Bus stops located near train stations are separate from the railway easement.

Waterfronts: Areas next to bodies of water (e.g. harbour areas, rivers, lakes or ponds) often with seats or areas used by the public for recreation and picnics.

- **Constructed waterfronts:** Areas adjacent to waterfronts that have been specifically constructed for commercial purposes, with either cafes, take-away restaurants or shops, e.g. areas around The Rocks and Darling Harbour in Sydney.
- **Natural waterfronts:** Areas adjacent to waterfronts where furniture or barbecue facilities may have been installed, e.g. Coffs Creek at Coffs Harbour, or ponds in parks that have been created for non-commercial recreation.