

NSW Litter Prevention Kit

The Local Litter Check



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The complete Local Litter Check includes:

- *The Local Litter Check* guide
- Forms:
 - Location Inspection* form
 - Litter Count* form and *Volume Calculator*
 - Location User Survey* forms
 - Results Summary* form
- Videos:
 - Introducing the Local Litter Check
 - Preparation and Location Inspection
 - Litter Count
 - Location User Survey
 - Summary results

You can download the *Local Litter Check* forms, the excel *Litter Count Volume Calculator* and view the how-to videos at epa.nsw.gov.au/litter

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Introducing the Local Litter Check

Introduction

Litter – it's a dirty look. Now there are resources to help your council or community group do something about it. It's called the *Local Litter Check* and it was developed by the NSW Environment Protection Authority.

This document gives an overview of the *Local Litter Check*, its purpose, components and benefits.

There are many different ways to tackle litter problems. Each community or place is different and no single set of actions works for every location.

The *Local Litter Check* will help you design effective local litter prevention projects; identify and measure what has worked, what hasn't and the likely reasons why.

Simple steps to help:

- design effective local litter prevention projects
- measure results to understand what worked, what didn't and why.

This means:

- you can confidently apply successful activities to other locations and avoid repeating failed attempts
- knowledge and lessons can be more easily and consistently shared across all NSW communities.

The *Local Litter Check* contains 3 simple steps: a location inspection, doing a litter count and talking to some location users.

Each step will help you assess your littered location, design a project and measure basic litter prevention outcomes with confidence.

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

- locations that stay clean aren't that way by accident
- locals know what works in their community
- all activities intended to change littering behaviour need to be tested for effectiveness and to prove their investment value
- an assessment of what does and doesn't work can help improve litter prevention projects locally and beyond.



To do a *Local Litter Check* in your neighbourhood, read *How to do a Local Litter Check* on page 12. You can also download the *Local Litter Check* forms and view the videos at epa.nsw.gov.au/litter

Why do people litter?

Different behaviour in different places

Some people litter because they can't be bothered to find a bin or because it's simply a bad habit they've formed. But the real picture is much more complicated. The same person may or may not litter for a variety of reasons in different locations. They are not even aware of these influences. Here are some examples:

- **Type of item** – people are more likely to litter cigarette butts than any other item often because there is no bin nearby or butts are considered to be 'only small'.
- **Type of place** – people are more likely to litter at some places than at others, for example, when getting onto transport at bus stops or in places where they think they're not likely to be seen littering.
- **Cleanliness of the location** – people are less likely to litter somewhere that's already clean.
- **Bins** – people are less likely to litter if a bin is close to where they need it. They are more likely to litter if the bin itself is dirty. They will walk further to find a bin at some places than they will at others, e.g. at the beach.
- **Features of a location (or infrastructure)** – people are less likely to litter when a location looks clean, the furniture and bins look well cared for and there is no graffiti or vandalism.
- **What others are doing** – people will leave litter piled next to a bin because others have. In places like sports stadiums people will leave litter under their seats because other people have, or because 'someone else will clean it up'.

- **Signs** – people are more likely to make correct disposal choices when signage is clear and consistent.
- **Knowledge** – people may be less likely to litter when they understand how and where their litter ends up.

These different influences mean that a person may interact with the same litter item in different ways depending on the situation. For example, they may walk 300 metres to put a plastic cup in a bin at a park but litter the same item under the seat at a football stadium.

Changing littering behaviour

The many factors influencing litter behaviour mean there are many ways to change behaviour.

Despite this complex picture we know that public places that are clean, safe and user friendly encourage participation of local communities and visitors to care for and maintain the location, as well as build a sense of ownership and community pride. These places have much less litter.

In contrast, public places that are dirty and poorly cared for are more likely to attract litter, graffiti and vandalism.

Changing littering behaviour starts with those who manage an area setting a 'standard'. People using the area will then recognise this 'standard' and adjust their behaviour as a result.

Approaches that help to set a 'standard' for a public space and reduce littering can include:

- cleaning up the location and removing graffiti
- repairing or improving the furniture, landscaping or other location amenities



Changing littering behaviour starts with those who manage an area setting a 'standard'. People using the area will then recognise this 'standard' and adjust their behaviour as a result.

- adding or improving bins
- raising community awareness and knowledge about litter
- giving warnings and fines
- engaging people in a sense of pride and ownership of the place.

Using a combination of these approaches is generally more effective than relying on a single action. Knowing about local strengths and challenges is also important to make litter prevention activities effective.

Understanding the problem before you act

It's natural to want to jump in and fix a litter problem as soon as you see it.

Frustration about litterers and an enthusiasm to fix things can result in ongoing, costly effort (e.g. clean-ups, enforcement) that doesn't solve the problem.

As a first step, putting effort into understanding and addressing why littering occurs will be more effective in the long term.

The *Local Litter Check* will:

- provide evidence about what contributes to people littering the area
- help identify what is working locally to prevent litter
- help you build a competitive project to secure funding, encourage participation and get support from local organisations.

The *Local Litter Check*:

Step 1: Location Inspection

Step 2: Litter Count and Volume Calculator

Step 3: Location User Survey

You will be looking at the features of a local site that is relatively free of litter and is clean and a site where litter is a problem – a litter hot spot.

Looking at the clean site will help you identify what is working locally, and provide a contrast to problems in the hot spot.

In both clean and hot spot locations, the same 3 steps are repeated. This will:

- increase your understanding of local problems and solutions
- provide evidence of the issues contributing to your litter hot spot and help you work out where to focus your efforts or ideas
- start building a case with evidence to support your project's likely value and return for effort/investment.



An electronic *Litter Count Volume Calculator* (Microsoft Excel spreadsheet) is provided on the EPA website to allow for simple data entry of litter items from the *Litter Count* form that translates items into volume. The Data Entry Form tab of the spreadsheet is set out the same as the *Litter Count* form. You can use this *Volume Calculator* when you get back to your computer.

Use your *Litter Count* results and put them into the spreadsheet. The calculator will translate your figure into volumes. You can save your results, make graphs and put your results into the *Results Summary*.

The *Litter Count Volume Calculator* can be downloaded on the EPA website here:
www.epa.nsw.gov.au/litter/understand-problem.htm

How does the Local Litter Check work: An Overview

Choosing a clean and a hot spot site

You can choose any type of public place for your Local Litter Check. It should be conducted at two sites – a hot spot (generally a site in consideration for a litter prevention project) and a clean site. No matter what hot spot site you choose, you need to find a similar site that seems clean most of the time – i.e. two parks with similar characteristics – one littered, one clean.

Three Steps at each location

You will need to complete three steps at both the hot spot and the clean site. The steps will help you collect information on key features of a location that influence littering behaviour in either a positive way or that are associated with litter problems. This will help to:

- Identify any specific issues that you may not have been aware of.
- Test whether your initial idea for a litter prevention program is actually the best one to address the identified problems.
- Compare your views and users' views of the location.
- Refine your ideas to suit the features in your selected location(s).
- Identify the type and sources of litter.

These steps are briefly explained below. They will take about 35 minutes to complete.

Step 1: Location Inspection

This step involves inspecting the location using the Location Inspection form to understand what is happening and how the area is used. It helps assess the key features of the location including cleaning, infrastructure (e.g. bins, signage), enforcement, community use and perceptions about the site.

Step 2: Litter Count and Volume Calculator

The Litter Count form collects detailed information on every piece and type of litter found in a 48m² section of the location (the count area). This section should be chosen as broadly representative of the whole location.

This step helps you understand how much litter is at the location, the main types and possible source of litter. You can then use this information to calculate the volume of litter by entering your results in the Volume Calculator.

Step 3: Location User Survey

The Location User Survey form helps you to understand how other people see the location. Talking with the community also helps to check some of your assumptions about the area and its litter issues. It can give you another perspective and provide ideas on how the location might be improved to reduce littering.

Understanding both the number of littered items and litter volume is important, as it can give you different perspective of your litter problem. The excel Litter Count Volume Calculator can be found online here: www.epa.nsw.gov.au/litter/understand-problem.htm



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

To do a Local Litter Check in your neighbourhood, read the *How to do a Local Litter Check* on page 12 for more detail on these steps.

You can also download the Local Litter Check forms at epa.nsw.gov.au/litter

Recording your information

Each of the 3 steps has a separate form to help you capture the information. These are then summarised into a *Results Summary* form.

Detailed help to fill in the forms is provided in *How to do a Local Litter Check* on page 12.

You can also download the *Local Litter Check* forms and view the how-to videos at epa.nsw.gov.au/litter

Step 1

STEP 1: Location Inspection

Local Litter Check

Organisation name _____ Phone _____
 Contact name _____

Town _____ Location _____
 Site type _____
 Map ref. _____
 Photos Yes Bins Yes

Length and width of 48 square metre litter count area
 1m x 48m 2m x 24m 3m x 16m
 4m x 12m 6m x 8m

Assessment stage
 Preliminary Baseline End After

Date _____ Time _____
 Area classed as Clean Hot spot

People in area
 Total _____ Male _____ Female _____
 Number _____
 Area is Busy Moderate Quiet
 Doing Moving Smoking Consuming

Age group/s present
 Children Teenagers
 Adults Elderly

How littered overall?
 Slightly Moderately Very

How littered in count area?
 Slightly Moderately Very

Weather Windy Rainy
 Temperature _____ °C
 Illegal dumping Details: Yes No

Litter affected/accumulated by
 Wind People
 Animals (domestic) Domestic
 Animals (wild) Commercial

Graffiti
 Large Medium Small

Your views on location features

True/false	Comment to explain positive and negative views
CLEANING	
1 Most of the location is clean and free of litter	e.g. The location is very clean
2 The location seems to have been recently cleaned	
3 Most of litter here seems to be relatively new	
4 Cleaning up here would be quick and easy to do	
subtotal (Add only True responses) /4	
INFRASTRUCTURE	
5 There seems to be enough bins here	e.g. Repair or improve bins and/or furniture
6 Bins are visible from all parts of the location	
7 Bins here are easy to use for most people	
8 Bins are clean (free of dirt, graffiti, damage)	

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Step 2

STEP 2: Litter Count

Local Litter Check

Organisation name _____
 Contact name _____ Phone _____

Town _____
 Location _____
 Date _____

Area classed as: Clean Hot spot

Sketch the Litter Count area layout (48 square metres) - include street names, anchor points and features
 ✓ Tick your 48m² configuration: 1m x 48m 2m x 24m 3m x 16m 4m x 12m 6m x 8m

Litter Count Volume Calculator - Data Results

Category	Small Items (100-200)	Small Items (200-500)	Small Items (500-1000)	Small Items (1000-2000)	Small Items (2000-5000)	Large Items (100-200)	Large Items (200-500)	Large Items (500-1000)	Large Items (1000-2000)	Large Items (2000-5000)	Total	Notes
Plastic	10	20	30	40	50	10	20	30	40	50	160	
Paper	5	10	15	20	25	5	10	15	20	25	100	
Food	2	4	6	8	10	2	4	6	8	10	50	
Textiles	1	2	3	4	5	1	2	3	4	5	25	
Other	1	2	3	4	5	1	2	3	4	5	25	
TOTAL	19	38	57	76	95	19	38	57	76	95	500	

Number of litter items by size class

Volumes of litter items by size class

Step 3

STEP 3: Location User Survey (location with bins)

Local Litter Check

Organisation name _____
 Contact name _____ Phone _____

Town _____ Location _____ Date _____
 Area classed as: Clean Hot spot

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, its 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	

Continued over page >

Summarise your results

Making sense of your results

There are some simple sums and calculations to work out your results for each step that are then summarised into the *Results Summary* form.

How to do a Local Litter Check provides more detail on how to do this.

Your *Results Summary* form will help you to make sense of your findings, compare your clean and hot spot 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 the activities you have in mind for a litter prevention project.

Refine your litter prevention project

Using your results to improve your project

The information you have collected will help you to refine your ideas for a project. It will help with:

- what seems to be working locally to prevent litter and how those ideas might be used to help fix littered areas e.g. litter signs in your clean location may be undamaged with less graffiti than in your hot spot location, so you might suggest replacing damaged signs
- showing you the differences between your clean and hot spot location e.g. one may have well maintained features compared to the other where there is a clear need for attention, such as hidden or overgrown areas that trap litter
- identifying targets you might realistically set to reduce litter in your hot spot location e.g. if it was highly littered, a 15 per cent reduction in litter might be a reasonable target for a project
- what could be done to improve the interaction between people using the location and the features of the place
- how you could make it easier for people to feel good about the location, do the right thing and encourage them to be involved in keeping the location clean.

Results Summary Local Litter Check

Organisation name _____
 Contact name _____ Phone _____

Characteristics	Clean location:		Hot spot location:	
	Clean	Hot spot	Clean	Hot spot
Number of bins				
Number of people				
How littered overall?				
How littered in count area?				
Litter affected/accumulated by:				
Dumping present (Y/N)				
Graffiti present (Y/N)				

Insert/attach photos

Features	Location inspection			User surveys			Comments
	Items	Clean	Hot spot	Items	Clean	Hot spot	
CLEANING	1-4			1-4			
INFRASTRUCTURE	5-12			5-8			
EDUCATION	13-16			9-12			
ENFORCEMENT	17-20			13-16			
INVOLVEMENT	21-25			17-20			
Totals		/25	/25		/20	/20	
		/100	/100		/100	/100	

Total Litter Count	Litter Count			Litter Volume (L)		
	Items littered	Clean	Hot spot	Total Litter Volume	Clean	Hot spot

To get your results on litter volume go to www.epa.nsw.gov.au/litter/understand-problem.htm and download the EPA's Litter Count Volume Calculator.

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

Using a combination of approaches for your project

The *Local Litter Check* will help you identify changes or actions in some of these key areas based on the evidence you have collected:

- cleaning
- infrastructure or amenities, e.g. seats, landscaping, paving and borders, bins
- awareness or education
- enforcement, e.g. warnings or fines
- partnerships, contributions and involvement from local groups to promote a sense of community ownership.

Finding partners and supporters

Your litter prevention project is likely to be more successful if it involves partnership and collaboration, particularly with your local council or shire. It is important to talk to them as early as possible. They are likely to have key information and resources and know about other limitations that could affect the success of your project.

Share your findings

Use the *Results Summary* form to present your findings to your local council (see *How to do a Local Litter Check*). This one page summary is an important step. It provides a clear snapshot – to the point and action-oriented – using your *Local Litter Check*

results to demonstrate why you think your proposal will work.

The *Results Summary* form can also be used as part of any funding application you prepare, along with other supporting evidence. In any funding application, it is important to include any comments, suggestions or other input from your council, particularly any concerns they may have and how you will address these. A partnership approach with your local council is highly desirable (but not essential) to support your funding application.

It's worth the effort

Using the structured 3 step *Local Litter Check* will help you to better understand your local litter issues and increase your chances of success in solving your community's litter problems.

All funding applications under the NSW Litter Prevention Program will need to use the *Local Litter Check* as a first step to collect information. This will make it easier for the merits of proposals to be compared and assessed while taking account of the individual character of public places across NSW.

If your litter prevention activity receives funding, repeating the 3 step *Local Litter Check* at the beginning and end of your project will also enable you to collect evidence and report on how well your project worked, including the challenges it faced.

Collecting information and presenting results in this common way also means that they can be better 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.



Collecting information and presenting results in this common way also means that they can be better shared and understood by others.

How to do a Local Litter Check

Before you start

Read *Introducing the Local Litter Check*. This provides important context and background that will help you understand why you are doing particular steps and how you can use the results to develop a good litter prevention project for your community.

The *Local Litter Check* contains 3 simple steps: a location inspection, doing a litter count and talking to some location users.

Each step will help you assess your littered location, design a project and measure basic litter prevention outcomes with confidence.

As a first step, putting effort into understanding and addressing the causes of the littering will be more effective in reducing litter in the long term.

The 3 step *Local Litter Check* will:

- provide evidence about what contributes to people littering the area
- help identify what is working locally to prevent litter
- help you build a competitive project to secure funding, encourage participation and get support from local organisations.

The 3 steps to help understand what is happening locally are the:

Step 1: Location Inspection

Step 2: Litter Count and Volume Calculator

Step 3: Location User Survey

You will be looking at the features of a location that is relatively free of litter and is clean and one where litter is a problem – a litter hot spot.

Looking at the clean location will help you to identify what is working to deter litterers and provide a contrast to the hot spot.

In both clean and hot spot locations, the same 3 steps are repeated. This will:

- increase your understanding of local problems and solutions
- provide evidence of the issues contributing to your litter hot spot and help you work out where to focus your efforts
- start building a case with evidence to support your project's likely value and return for effort/investment.

Photos are important

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

- the problems at the hot spot
- what is working in the clean location
- the boundaries of your location and the litter count area
- a record of before and after your litter prevention project.



Five easy to follow how-to videos have been developed to help you with your local litter check:

1. *Introducing the Local Litter Check*
2. *Preparation and Location Inspection*
3. *Litter Count and Volume Calculator*
4. *Location User Survey*
5. *Summary results*

You can view these videos and download the *Local Litter Check* guide and forms and access the *Litter Count Volume Calculator* at epa.nsw.gov.au/litter

Choose a clean and hot spot location

You can choose any type of public place for your *Local Litter Check*. The *Local Litter Check* needs two sites, a clean site and a litter hot spot. Generally people choose a litter hot spot or spots they are considering for a litter prevention project.

For example, if you want to involve the community in a clean-up activity then you would probably choose a highly littered hot spot. Or if you want to run a general awareness-raising activity about littered cigarette butts, you might choose an outdoor smoking area where butts are a problem.

Find a clean and a hot spot location

No matter what type of hot spot location you choose, you need to find a similar site type that seems clean most of the time and has reasonably similar characteristics. So if you choose a littered smoking location you would need a clean smoking location where smokers are disposing of their cigarettes correctly.

Apply local standards to decide what is a clean or hot spot site in your community.

Clean and hot spot locations must be of the same site type

You need to be comparing locations that are both parks or malls or shopping strips or railway easements. Talking with council staff involved in city services, cleaning or waste may help you find a comparison site.

A list of site types for you to choose from is provided on the next page.

Not too big and not too small

If you have chosen a large site you will do the Litter Check in a smaller section (location) of the site e.g. the picnic and playground area of a park or the western end of a shopping mall.

You will do your litter count in a 48m² area of your chosen location (the litter count area). The area can be any of the following configurations:

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

You may use a different configuration at each location. For example, 1 x 48m at the clean location and 4 x 12m at the hot spot.



Talking with council staff involved in city services, cleaning or waste may help you find a comparison site.

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 war 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 merchandise and food stalls sell fresh produce and goods 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. Bus stops and tram stops.

- **Ferry terminals:** The area immediately in front of or outside a ferry terminal, before having 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.

Before you go out

Stay safe while collecting information

Your personal safety is of paramount importance when collecting information in your community locations.

Follow these tips to help you stay safe:

- Have two people collect information.
- Always stay in sight of each other when collecting information in public places.
- Leave immediately if you have any concerns at all about your safety.
- Ensure you have a mobile phone with you to contact someone else in case of a problem. Know who to contact in case of an emergency.

- Protect yourself from the sun. Apply sunscreen and cover up, as you would for any day spent outdoors and make sure you have an adequate supply of water.
- Take a break between assessments. Some people find being outdoors doing new tasks demanding. Allow sufficient time to rest between assessments. Often this break is a good opportunity to start discussing your findings.

Plan the best time to visit

You'll need to visit when the amount of litter at the site reflects the way it usually looks. You also need to 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, and plan to go at those times. For example, if you have chosen a park or highway rest stop where people are likely to eat, go there at break times, or at break times, such as lunch, or morning or afternoon tea.

You will also need to:

- learn how to pace a one metre stride so you can mark out your 48m² area for your litter count (yes, accuracy is important)
- find the locations of your clean and hot spot site on a map or GPS location.



Clean up Australia

Your personal safety is of paramount importance when collecting information in your community locations.

Preparation checklist

Take with you a:

- clipboard
- pen
- watch or similar
- sunscreen, hat, water
- mobile phone in case of an emergency
- camera
- calculator if you need it to help you with calculations
- two sets of forms – one for your clean location and one for your hot spot
- three or four copies of the Location User Survey
- this guide, which has instructions on how to fill out the forms.

Do the 3 step Local Litter Check at your clean location first and then at your hot spot location

See instructions over page.



Local litter check – 3 steps

STEP 1: How to complete the Location Inspection form

You need to do this step **before** you do your Litter Count.

- Decide the overall boundaries of your site and, if it is large, choose a representative location within it – a section you can walk around in about 8 minutes. This should not be the most or the least littered portion.
- Next, choose a 48m² area for your litter count. It needs to be representative of the location as a whole but it should not be the least or most littered part. Try to include some infrastructure e.g. seats, bins, if there are any.
- Then, fill in the top section of the form (shown on the following page) and refer to the notes for items 1 to 19.
- Now, you are ready to complete the Location Features section. Do a slow circuit of your chosen location, answering true/false to the statements. Don't spend too much time deciding true or false; go with your impressions or just leave blank.
- Observe other factors about the site and make notes e.g. it is an open area where litterers can be seen, or there are features in need of repair.

You can also download the *Local Litter Check* forms, access the *Litter Count Volume Calculator* and view the how-to videos at epa.nsw.gov.au/litter

Town				Location (5)				
Site type (1)				Length and width of 48 square metre litter count area (6)	Assessment stage (7)			
Map ref. (2)					<input type="checkbox"/> Preliminary	<input type="checkbox"/> Baseline	<input type="checkbox"/> End	<input type="checkbox"/> After
Photos (3)	<input type="checkbox"/> Yes	Bins (4)	<input type="checkbox"/> Yes	<input type="checkbox"/> 1m x 48m	<input type="checkbox"/> 2m x 24m	<input type="checkbox"/> 3m x 16m	Date (8)	Time (9)
				<input type="checkbox"/> 4m x 12m	<input type="checkbox"/> 6m x 8m		Area classed as (10)	<input type="checkbox"/> Clean <input type="checkbox"/> Hot spot

Tips

1. Write the site type. Refer to the site type list on pages 15–16.
2. Write the street directory map reference and/or GPS (so someone else can find the site).
3. Tick this box when you have taken photos of location boundaries and litter count area.
4. Tick this box if there are bins in the location, not just in the litter count area.
5. Insert name of location e.g. Kings Park; Pacific Hwy roadside stop.
6. Write the 48m² configuration you have chosen.(e.g. 1m x 48m; 2m x 24m; 3m x 16m; 4m x 12m; 6m x 8m etc) Use key features e.g. poles, seats, bins to anchor corners or parts of your boundary. You will be able to sketch your area on the litter count form. You must be able to accurately find it again.
7. For the first visit, tick 'preliminary'. The other boxes are for when you come back for another inspection at the beginning (the baseline), end or perhaps 6 months after your project – to measure the impact of it.
8. Write today's date.
9. Write the time. Use a 24 clock e.g. 4.30 pm = 16.30.
10. Tick whether this is your clean or hot spot location.

People in area		
Total	Male	Female
Number (11)		
Area is (12)	<input type="checkbox"/> Busy <input type="checkbox"/> Moderate <input type="checkbox"/> Quiet	
Doing (13)	<input type="checkbox"/> Moving <input type="checkbox"/> Smoking <input type="checkbox"/> Consuming	
Weather (17)	<input type="checkbox"/> Windy <input type="checkbox"/> Rainy	
Temperature	<input type="text"/> °C	
Illegal dumping	Details: (20)	
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Age group/s present (14)
<input type="checkbox"/> Children
<input type="checkbox"/> Teenagers
<input type="checkbox"/> Adults
<input type="checkbox"/> Elderly

How littered overall? (15)
<input type="checkbox"/> Slightly <input type="checkbox"/> Moderately <input type="checkbox"/> Very

How littered in count area? (16)
<input type="checkbox"/> Slightly <input type="checkbox"/> Moderately <input type="checkbox"/> Very

Litter effected/accumulated by (18)	
<input type="checkbox"/> Wind	<input type="checkbox"/> People
<input type="checkbox"/> People spills	<input type="checkbox"/> Animal spills
<input type="checkbox"/> Domestic	<input type="checkbox"/> Commercial

Graffiti (19)
<input type="checkbox"/> Large
<input type="checkbox"/> Medium
<input type="checkbox"/> Small

Tips

11. Time a 5 minute period and count the people in your location. Count and write down the the total number of people and the number of males and of females.
12. Rate the amount of activity in the location as busy, moderate or quiet (tick your response).
13. Tick activities that people are doing in the location. 'Moving' includes moving through, playing sport and recreating in the location 'consuming' means eating or drinking while 'smoking' is pretty clear.
14. Tick the age group/s of people in the location.
15. Tick whether the location appears to be very, moderately or slightly littered to you.
16. Tick whether the 48 square metre litter count area appears be very, moderately or slightly littered to you.
17. Tick the weather conditions during inspection – i.e. if it is a windy day, tick 'Windy'. Check the local temperature report for the day and make an estimate according to the time you were there.

18. Litter can sometimes build up or reduce in a location due these influences: Weather: Wind and/or rain/floods contributed to litter build up or removal of litter; Spills of litters due to people stacking litter on top of or next to full bins or overflowing bins or animals scavenging and pulling contents of bins onto the ground; and dumping of household or commercial rubbish into or next to bins or anywhere in the location. If there is any evidence of these, tick the boxes.

19. If graffiti is present, tick and write the size or amount of it in the location.

20. Dumping involves the incorrect disposal of material that is not easily carried, such as larger than normal bags of household rubbish, discarded furniture, mattresses, garden waste, building waste, pallets, car bodies and other voluminous materials. By contrast, a smaller single bag of rubbish containing used consumer items and packaging that is likely to have been (casually, instinctively or accidentally) dropped out of a car or by hand, should be counted. If dumping is observed in the site boundaries, it is to be recorded on the Location Inspection form as illegal dumping. Illegal dumping should not be recorded as part of your *Local Litter Count*.

Here are some tips to help you complete the Location Features section of the form:

Your Views on Location Features		True/false	Comment to explain positive and negative views	
CLEANING				
1	Most of the location is clean and free of litter		(22) e.g. the location is very clean	
2	The location seems to have been recently cleaned			
3	Most of litter here seems to be relatively new			
4	Cleaning up here would be quick and easy to do			
(21) subtotal (Add only True responses)		/4		
INFRASTRUCTURE				
5	There seems to be enough bins here (23)		<i>e.g. repair or improve bins and/or furniture need more bins etc</i>	
6	Bins are visible from all parts of the location (24)			
7	Bins here are easy to use for most people (25)			
8	Bins are clean (free of dirt, graffiti, damage) (26)			
9	There is no litter around bins (27)			
10	Litter cannot escape from bins			
11	The area and amenities are well maintained (e.g. seats, tables, landscaping, paving) (28)			
12	There is no litter around the amenities (29)			
(30) subtotal (Add only True responses)		/8		

Tips

21. When finished, add total number of Trues for statements 1 to 4 and put total (out of 4).
22. Make notes to help remind you – what is working well, what isn't e.g. the location is very clean. What could be done?
23. Even if NO bins, if area is clean, answer True.
24. Even if NO bins, if area is clean, answer True.
25. Even if NO bins, if area is clean, answer True. If there is more than one bin in a location, if the statement is 'Not true' for one bin then leave the response blank or answer 'F' for 'False'.
26. Even if NO bins, if area is clean, answer True.
27. Even if NO bins, if area is clean, answer True.
28. If the answer is 'Not True' for any one type of amenity, e.g. furniture, then leave the response blank or answer 'F' for 'False'.
29. If the answer is 'Not True' for any one type of amenity, e.g. furniture, then leave the response blank or answer 'F' for 'False'.
30. When finished, add total number of Trues for statements 5 to 12 and put total (out of 8).

Tips

31. Look at all signs at the site, including litter prevention signs.
32. When finished, add total number of Trues for statements 13 to 16 and put total (out of 4).
33. When finished, add total number of Trues for statements 17 to 20 and put total (out of 4).
34. If vandalism or damage is evident, leave the response blank or answer 'F' for 'False' (this question does not include graffiti which is recorded on the top of the form).
35. When finished, add total number of Trues for statements 21 to 25 and put total (out of 4).
36. When you've completed the whole form, add the totals for each subsection to get a total out of 25.
37. Multiply this score by x4 for a score out of 100 and write in the box on far right.

EDUCATION			
13	It is clear what people are expected to do with litter here		<i>e.g. all are undamaged and there are litter prevention signs</i>
14	Signs are easy to read, undamaged and free of graffiti (31)		
15	Litter here is due to poor community behaviour not lack of awareness		
16	People know the problems litter causes here		
(32) subtotal (Add only True responses)		/4	
ENFORCEMENT			
17	Litter seems to be well controlled here		<i>e.g. consider requesting more patrols and ask officers to warn and fine litterers</i>
18	Litterers here are likely to get caught and fined		
19	The penalties for littering here are clear		
20	Litter officers regularly patrol here		
(33) subtotal (Add only True responses)		/4	
INVOLVEMENT			
21	Local agencies seem to be doing their bit to keep this place clean		<i>e.g. locals seem proud of the location</i>
22	The location is a good advertisement for community involvement in litter prevention		
23	There is no damage or vandalism or graffiti here (34)		
24	The location seems to have a strong sense of community		
25	I am satisfied with litter prevention here		
(35) subtotal (Add only True responses)		/5	
(36) Location Inspection total (Add all True responses)		/25	Multiply score out of 25 by x4 to give total out of 100 (37) / 100

STEP 2: How to complete the Litter Count form and translate findings into volume

Before you start:

- Choose your litter count area. It needs to be representative of the location as a whole but it should not be the least or most littered part. Try to include some infrastructure e.g. seats, bins, if there are any.
- Step out your 48m² litter count area. You need to be able to do one metre paces accurately.
- Your litter count area can be any of the following configurations – 1m x 48m; 2m x 24m; 3m x 16m; 4m x 12m or 6m x 8m.
- You will NOT be touching or picking up the litter that you see.
- Start the litter count from one corner of your count area. Walk all the way along one boundary turning around and walking back in parallel lines, covering the whole area. With each parallel pass, count litter items on the ground only within your shoulder width. This makes sure that you cover the whole area and don't double-count.
- You will not be measuring the volume of litter now. The online *Litter Count Volume Calculator* will do this for you based on your Litter Count results.

Town	Sketch the Litter Count area layout (48 square metres) – include street names, anchor points and features ✓ Tick your 48m ² configuration: <input type="checkbox"/> 1m x 48m <input type="checkbox"/> 2m x 24m <input type="checkbox"/> 3m x 16m <input type="checkbox"/> 4m x 12m <input type="checkbox"/> 6m x 8m
Location (1)	
Date (2)	
Area classed as: <input type="checkbox"/> Clean <input type="checkbox"/> Hot spot (4)	

STEP 2: Litter Count Local Litter Check

Organisation name _____
 Contact name _____ Phone _____

Town _____

Location _____

Date _____

Area classed as:
 Clean

Site location/name: _____

Category	Small item (<100 mL)	Tally	Medium item (100 ml – 1 L)	Tally	Large item (>1 L)	Tally	Total
Beverage related items							
Plastic	Bottle tops, lids & caps, drink pouches		Shaw, stirrer, coffee cup tops		Bottle >1 L		
Glass	Fragments – bottles, cups		Bottles <1 L, cups & mugs		Bottle >1 L		
Metal	Bottle tops, ring pulls, security caps		Steel or aluminium cans, all types & sizes		Small kegs		
Paper/cardboard	Coffee cup sleeves, sugar sachets		Carton <1 L, takeaway cups		Carton >1 L		
TOTAL Beverage related items							
Takeaway food containers							
Plastic	Sauce packet, takeaway container lids		Takeaway containers all types		Large foam clem-shell containers		
Metal	Foil container lids		Foil tray, foil bags		BBQ hot tray		
Paper/cardboard	Styrofoam, takeaway container lids, food wrappers		Takeaway containers, paper bags		Pizza boxes, cello boxes		
TOTAL Takeaway food containers							
Smoking related items							
Cigarettes	Cigarette butts & filters						
Other smoking	Cigarette packet foil & wrapping, lighters		Cigarette packets & pouches		Cigarette cinders		
TOTAL Smoking related items							
All other items							
Plastic hard	Bread ties,ollipop sticks, cutlery, straws, pens		Small buckets (0.5L), toys		Household containers, large buckets (5L)		
Plastic – film/sheet	Confectionery wrappers, sandwich bags (empty)		Grocery carrier & freezer bags		Plastic bags (with contents), shopping		
Plastic foam	Small fishing floats, foam balls, bits		Small polystyrene boxes, shoe inner soles		Foam trays, vegetable boxes, vinyl edging		
Paper/cardboard	Receipts, tickets, wrappers, laminar styrofoam, bags		Advertising circulars, A4 sheet		Newspapers, magazines		
Metal/foil	Nails, paperclips, crum, foil, ice cream & lolly wrappers		Aerosol cans, food cans		Oil & petrol cans		
Gum	Gum						
Food	Tea bag, full peel & miscellaneous food remains		Bread slices, white fruit & vegetables		Bread loaf		
Hazardous	Syringes, condoms, band-aids, pool animal drops		Batteries, pen (large dog)		Nappies		
Cloth/fabric/material	Threads & strings, rope, twine, hats, underwear		T-shirt, singlet		Leather & canvas shoes, gumboots		
Wood	Matches, old cream sticks, tooth picks, sticks		Small timber offcuts		Fisher up to 20cm		
Miscellaneous	Packing tape, twine, fishing line, sailcloth, rubber biscuits, tar		Tie & brick pieces, light bulbs, strings		Whisk sticks, large rope lengths > 1m		
TOTAL Other							
Litter Count TOTALS		TOTAL tally small	TOTAL tally medium	TOTAL tally large	TOTAL Tally Overall		

To calculate volume from your litter count download the EPA's Litter Count Volume Calculator here: www.epa.nsw.gov.au/litter/understand-problem.htm

Page 2 of 2

Tips

- Name your litter count area e.g. picnic area.
- Write today's date.
- Write in configuration e.g. 4m x 12 metres. Sketch the outline of the location. Mark key features along the boundary and also inside the location.
- Tick if it's a littler hot spot or clean location.

Category (5)	Small item (<100 mL) (6)	Tally	Medium item (100 ml – 1 L)	Tally	Large item (>1 L)	Tally	Total
Beverage related items							
Plastic	Bottle tops, lids & caps, drink pouches	(7)	straws, stirrers, coffee cup tops		Bottle >1 L		
Smoking related items							
Cigarettes	Cigarette butts & filters						
Other smoking	Cigarette packet foil & wrapping, lighters		Cigarette packets & pouches		Cigarette cartons		
TOTAL Smoking related items		(8)		(8)		(8)	(9)
All other items							
Plastic hard	Bread ties, lollipop sticks, cutlery, straws, pens		Small buckets (0.5L), toys		Household containers, large buckets (5 L)		
Plastic – film/sheet	Confectionary wrappers, sandwich bags (empty)		Grocery, carrier & freezer bags		Plastic bags (with contents), sheeting		
Plastic foam	Small fishing floats, foam balls, bits		Small polystyrene boxes, shoe inner soles		Foam buoys, Vegetable boxes, small eskys		
Paper/cardboard	Receipts, tickets, wrapper, tissues/serviettes, bits		Advertising circulars, A4 sheet		Newspapers, magazines		
Metal/foil	Nails, paperclips, coins, foil, ice cream & lolly wrappers		Aerosol cans, food cans		Oil & petrol cans		
Gum	Gum						
Food	Tea bag, fruit peel & miscellaneous food remains		Bread slices, whole fruit & vegetables		Bread loaf		
Hazardous	Syringes, condoms, band-aids, poo (small dog)		Batteries, poo (large dog)		Nappies		
Cloth/fabric/material	Threads & strings, rags, socks, hats, underwear		T-shirt, singlet		Leather & canvas shoes, jumper, towel		
Wood	Matches, ice cream sticks, tooth picks, cork		Small timber offcuts		Timber up to 30cm		
Miscellaneous	Packing tape, twine, fishing line, balloons, rubber bands, tar		Tile & brick pieces, light bulbs, thongs		Whole bricks, large rope lengths > 1m		
TOTAL Other							
Litter Count TOTALS	TOTAL tally small	(10)	TOTAL tally medium	(10)	TOTAL tally large	(10)	(11)
TOTAL Tally Overall							

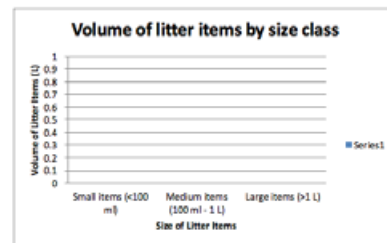
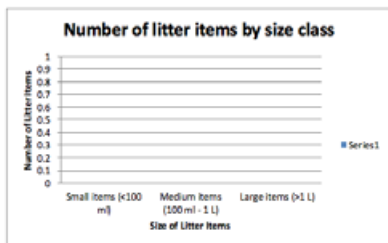
To calculate volume from your litter count download the EPA's Litter Count Volume Calculator here: www.epa.nsw.gov.au/litter/understand-problem.htm

Tips

5. Use the litter categories. Remember when counting every item, some types may not be listed in the examples shown so use your common sense when categorising items not included in the list.
6. Litter sizes – there are three sizes and one column for each:
Small (<100 mL).
Medium (100 mL – 1 L)
Large (>1 L).
7. For each piece of litter, place a tally mark in the appropriate category and column. Tally marks provide a quick way of keeping track of numbers in groups of 5 and make addition easier. Tally marks use one vertical line for each of 4 littered items and then a diagonal line to represent the 5th item. They look like this so equals 10 items. This counting system is sometimes used to score cricket or to keep a bar tally for example.
8. When you finish your count, add up the tally marks for each small, medium and large item and write the subtotal in the box marked (8).
9. Working across the page, add the three subtotals for each litter category (8) and write the total in the column marked (9).
10. Working down the page, add the subtotals for all categories of small litter items, then do the same for medium items and large items. Record the totals at (10).
11. Add the 3 subtotals in (10) and place the total litter items at (11).

Litter Count Volume Calculator – Data Results

Category	Small Items (<100 ml)	ENTER No. of each	Mean volumetric value	Tally	Medium Items (100 ml - 1 L)	ENTER No. of each	Mean volumetric value	Tally	Large Items (>1 L)	ENTER No. of each	Mean volumetric value	Tally	TOTAL Volume	TOTAL no. Items
Paper/Cardboard	Receipts, tickets, wrappers, tissues/serviettes, bits	(12)	0.01057	0	Advertising circulars, A4 sheet	0	0.48700	0	Newspapers, magazines	0	1.60	0	0	0
Metal / Foil	Nails, paperclips, coins, foil ice cream & confectionary wrappers, bits	0	0.00886	0	Aerosol cans, food cans	0	0.57402	0	Oil & petrol cans	0	8.32	0	0	0
Gum	Gum	0	0.00030	0				0				0	0	0
Food	Tea bag, fruit peel & miscellaneous food remains	0	0.01843	0	Bread slices, whole fruit & vegetables	0	0.20028	0	Bread loaf	0	2.95	0	0	0
Hazardous	Syringes, condoms, band-aids, poo (small dog)	0	0.01613	0	Batteries, poo (large dog)	0	0.11800	0	Nappies	0	1.13	0	0	0
Cloth/fabric/material	Cotton threads & strings, rags, socks, hats, underwear	0	0.02455	0	T-shirt, singlet	0	0.80088	0	Leather & canvas shoes, jumper, towel	0	2.15	0	0	0
Wood	Matches, ice cream sticks, toothpicks, cork	0	0.00565	0	Small timber offcuts	0	0.36000	0	Timber up to 30cm	0	1.72	0	0	0
Miscellaneous	Packing tape, twine, fishing line, balloons, rubber bands, tar	0	0.00946	0	Tile & brick pieces, light bulbs, thongs	0	0.30221	0	Whole bricks, large rope lengths > 3m	0	1.61	0	0	0
Total Other		0		0		0		0		0		0	0	0
TOTAL Non-Beverage Related Items														
LITTER TOTALS (Item & Volume)		TOTAL Small	0	0	TOTAL Medium	0	0	TOTAL Large	0	0	0	0	0	0
												TOTALS Overall		
% Contribution to TOTAL														
TOTAL Beverage Related Items		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
TOTAL Non-Beverage Related Items		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!



(13)

Tips

Go to the online *Litter Count Volume Calculator* available on the EPA website and when you get back to your computer you can use your tallies and put them into the calculator (first tab). This will give you the volume found and display your results in graphs (second tab).

12. Add the total number from the individual items recorded on the *Local Litter Count* form into the grey cells on the electronic spreadsheet (*Volume Calculator*). Do not include the TOTALS column, this will be automatically generated on the spreadsheet.

From this data the following information will automatically be generated on the spreadsheet:

- Total litter number per site
- Total litter volumes per site
- Total litter number and volume by size class (small, medium, large)
- Total litter number and volume for individual items, categories and groupings (beverage, non-beverage, takeaway food containers, smoking related, other).

13. At the bottom of this spreadsheet some of this data will automatically be used to create summary graphs for your site.

Parts of these graphs can be modified if need be by double clicking on the required parts (e.g. title, series, bar colour) and can be copied or printed.

www.epa.nsw.gov.au/litter/understand-problem.htm

STEP 3: How to complete the Location User Survey form

Before you start:

- You need to do at least one survey. It needs to be a complete survey or it does not count.
- Note that there is a survey version for areas with no bins and one for locations with bins. Check that you are using the right one.
- Your safety is paramount. Do not continue a survey if you feel threatened or if communication is difficult.
- If there aren't any people to do your survey you will need to come back at another time and do it.
- The purpose of the survey is to get a different perspective on what is working well and what might be done to address litter problems. The survey form is best used as a guide to having a conversation with the location user. It doesn't matter if the person uses the location every day or if they are using it for the first time – it's important to understand their views (which may be very different from yours).
- It's OK to adapt the language to suit the location users but you should be familiar enough with the questions to ensure you cover all questions.
- Don't spend too much time on any one statement, but do allow people time to think before asking for their response.
- If the statement is 'Not True' mark it as False or if the person can't make a judgement then leave it blank.

- Approach people directly and in a positive and friendly tone of voice. Briefly explain that you would like to ask about their views on litter and the location they are in.
- Work out your own approach to finishing a survey e.g. at the end of the survey thank the person and ask whether they are a local and afterwards tick the gender of the person you surveyed, and their approximate age.
- If someone asks:
 - how long it will take?, explain that it will only take a few minutes.
 - what you are doing?, during a location inspection, ask them to do a survey.
 - what are results used for?, explain that it will inform your litter prevention project.
- The people you survey MUST be aged 18 years and over and able to give consent.
- Some people will not have the time or interest to do an interview. Try to assess whether the person is interested in participating. If a respondent is in a hurry, take care not to irritate or annoy them. If it seems appropriate, you might walk with them while you finish the survey (ask if this is OK to do).

STEP 3: Location User Survey (location with bins) Local Litter Check

Organisation name _____
 Contact name _____ Phone _____

Town	Location	Date	Area classed as: <input type="checkbox"/> Clean <input type="checkbox"/> Hot spot

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

CLEANING	True/false	Comments from location users
1 Most of the location is clean and free of litter		e.g. I like coming here, its 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		e.g. The bins do a really good job of containing litter
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)		
subtotal (Add only True responses)	/4	
EDUCATION		e.g. Signs would really help here
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		
subtotal (Add only True responses)	/4	
ENFORCEMENT		e.g. I have seen people fined for littering here
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		
subtotal (Add only True responses)	/4	
INVOLVEMENT		e.g. Everyone tries to do their bit here
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		
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	

Continued over page >

Tips

1. Write down comments made by the location user about litter problems, maintenance, cleaning or the location itself – anything that people feel is important to what you are asking them. Some people have very relevant stories to tell. These may shed light on local issues that are important to your project. Their unique ‘voices’ can also be a rich source of quotes to include in grant applications.
2. With bins form: If there is more than one bin in a location, if the statement is ‘False’ for one bin then leave the response blank.
3. When you have completed the survey, count the number of Trues/ yeses for each of the 5 features and write the total in column (3).

Thinking about where we are, at this location, do you think...?		True/false (3)	Comments from location users (1)
CLEANING			
1	Most of the location is clean and free of litter		<i>e.g. I like coming here, its always clean</i>
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		<i>e.g. The bins do a really good job of containing litter</i>
6	Bins here are easy to use		
7	Bins here are clean (free of dirt or graffiti and damage) (2)		
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		<i>e.g. Signs would really help here</i>
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	<i>e.g. I have seen people fined for littering here</i>
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	<i>e.g. Everyone tries to do their bit here</i>
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)		(4) /20
Multiply the score out of 20 by x5 to give total out of 100		(5) /100

Tips

4. Add the total for all 5 features and write in at (4).
5. Multiply the Location User Survey score by x5 to give total out of 100 and write it in at (5).

You can also download the *Local Litter Check* forms, access the *Litter Count Volume Calculator* and view the how-to videos at epa.nsw.gov.au/litter

How to complete your Results Summary form

Before you start:

- check that you have completed the following for one clean and one hot spot location of similar site type:
 - a *Location Inspection* form
 - at least one *Location User Survey* form
 - a *Litter Count* form
- look at the sample *Results Summary* form that is included here
- remember that you will take your *Results Summary* form to your council to talk with them about your survey and ideas for your litter prevention project.

Use your *Litter Volume Calculator* to record your volume results from your *Litter Count* forms. Put your volume results from your hot spot and clean spot into the *Results Summary* form. How does volume compare to items?

Results Summary Local Litter Check

Organisation name _____
 Contact name _____ Phone _____

Clean location: _____ Hot spot location: _____

Characteristics	Clean		Hot spot		Location photographs	
	Items	Volume	Items	Volume	Clean	Hot spot
Number of bins					Clean Insert/attach photos	Hot spot Insert/attach photos
Number of people						
How littered overall?						
How littered in count area?						
Litter affected/accumulated by:						
Dumping present (Y/N)						
Graffiti present (Y/N)						

Features	Location inspection			User surveys			Comments
	Items	Clean	Hot spot	Items	Clean	Hot spot	
Write the number of True responses	1-4			1-4			
CLEANING	1-4			1-4			
INFRASTRUCTURE	5-12			5-8			
EDUCATION	13-16			9-12			
ENFORCEMENT	17-20			13-16			
INVOLVEMENT	21-25			17-20			
Totals		/25	/25		/20	/20	
		/100	/100		/100	/100	

Total Litter Count	Litter Count		Litter Volume (L)	
	Items littered	Hot spot	Clean	Hot spot

To get your results on litter volume go to www.epa.nsw.gov.au/litter/stand-problem.htm and download the EPA's Litter Count Volume Calculator.

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You can also download the *Local Litter Check* forms access the *Litter Count Volume Calculator* and view the how-to videos at epa.nsw.gov.au/litter

Tips

- Enter the score or rating for each of these categories from the clean and hot spot Location Inspection forms into the summary table:
 - Litter accumulation, dumping, graffiti: litter accumulation, presence of dumping and amount of graffiti. Write whether these were present for each location (Yes/No)
 - People in area: transfer your estimate of whether the location was 'busy', 'moderate' or 'quiet'
 - Littered location ratings: transfer your responses for 'How littered overall?' and 'How Littered in count area?' i.e. 'Slightly', 'Moderate' or 'Very'.

Clean location:		Hot spot location:	
		Location photographs	
Characteristics (1)	Clean	Hot spot	
Number of bins			Clean
Number of people			Hot spot
How littered overall?			<i>Insert/attach photos</i>
How littered in count area?			<i>Insert/attach photos</i>
Litter affected/accumulated by:			
Dumping present (Y/N)			
Graffiti present (Y/N)			

Features	Location inspection (2)			User surveys (3)			Comments
	Items	Clean	Hot spot	Items	Clean	Hot spot	
Write the number of True responses							
CLEANING	1–4			1–4			
INFRASTRUCTURE	5–12			5–8			
EDUCATION	13–16			9–12			
ENFORCEMENT	17–20			13–16			
INVOLVEMENT	21–25			17–20			
Totals		(4) /25	/25		(5) /20	/20	
		(4) /100	/100		(5) /100	/100	

Litter Count				Litter Volume (L)		
Total Litter Count (6)	Items littered	Clean	Hot spot	Total Litter Volume	Clean	Hot spot

To get your results on litter volume go to www.epa.nsw.gov.au/litter/understand-problem.htm and download the EPA's Litter Count Volume Calculator.

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Points of difference (7)	Clean location	Hot spot	
Opportunities for improvements (8)	Clean location	Hot spot	
Key actions for litter prevention (9)			

Tips



- Enter the sub totals for each of the 5 feature types from your Location Inspection for each location.
- Enter the sub totals for each of the 5 feature types from your Location User Survey for each location.
- Transfer the total score out of /25 from your Location Inspection and out of /20 for your Location User Surveys.
- Transfer the total scores out of /100 from your Location Inspection and Location User Surveys.
- Enter the total number of litter items and litter volume from each location from your Litter Count forms. In the comments section, note the major litter categories at each location.
- Describe the main differences between your clean and hot spot location, e.g. are there differences in:
 - how clean the locations are and the types of litter
 - infrastructure or amenities or bins and signs who uses the locations and how they feel about the locations

Include positive features on what appears to be working well. These help to identify procedures or actions that should be maintained or used at the hot spot locations.
- Don't forget photos to illustrate key differences/points.
- Make comments as specific and as practical as possible. These can flow from your points of difference in (7) and also your user surveys.


Use a range of supporting actions e.g. education, cleaning, infrastructure, enforcement and involving others.

What specific actions could be done to improve your hot spot location? Who else do you need to get involved? How could you do this?

Example of a completed Results Summary form

Results Summary			Local Litter Check	
Organisation name <u>Jones Street Co-operative</u>				
Contact name <u>Jane Smith</u> Phone _____				
Clean location: Burns Park			Hot spot location: Harbour Park	
			Location photographs	
Characteristics	Clean	Hot spot	Clean	Hot spot
Number of bins	4	4		
Number of people	3	5		
How littered overall?	Slightly	Slightly		
How littered in count area?	Slightly	Slightly		
Litter affected/accumulated by:	No	Yes		
Dumping present (Y/N)	No	No		
Graffiti present (Y/N)	No	No		
Features	Location inspection		User surveys	Comments



Graffiti present (Y/N)	No	No		
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Features	Location inspection			User surveys			Comments
	Items	Clean	Hot spot	Items	Clean	Hot spot	
Write the number of True responses							Dirty bins make using difficult 
CLEANING	1-4	3	1	1-4	3	2	
INFRASTRUCTURE	5-12	6	4	5-8	2	2	
EDUCATION	13-16	3	2	9-12	4	2.5	
ENFORCEMENT	17-20	1	0	13-16	0	0	
INVOLVEMENT	21-25	5	1	17-20	4	1.5	
Totals		18/25	8/25		13/20	8/20	
		72/100	32/100		65/100	40/100	

Litter Count				Litter Volume (L)		
Total Litter Count	Items littered	164	353	Total Litter Volume	Clean	Hot spot
					68	380

To get your results on litter volume go to www.epa.nsw.gov.au/litter/understand-problem.htm and download the EPA's Litter Count Volume Calculator.

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<p>Points of difference</p>	<p>Clean location well maintained good signs locals using bins</p>	<p>Hot spot area in need of repairs broken glass and litter trapped in location</p>	
<p>Opportunities for improvements</p>	<p>Clean location consider possibility of adding recycling bins</p>	<p>Hot spot look at improving bins help prepare for busy holiday times</p>	
<p>Key actions for litter prevention</p>	<p>Do a project targeting small parts of the esplanade area. Link smaller projects into the longer-term beautification plans council has for the area. Need to contact the planners to get litter prevention included at the start of the beautification plans to make sure bins are where people need them. Perhaps get the planners involved in how people are likely to use the area and need bins. We could even trial different types of bins and signs (multi-lingual combinations) Talk to enforcement staff as well - see if they could get involved with educating users.</p> <p>Get sports clubs, traders, council, env gps involved in coordinated clean up, education. Need new signage.</p>		

Brief council and find other partners and supporters

To finish your *Local Litter Check* you need to talk to your council to tell them about your survey, what you found and the ideas you have for your litter hot spot project.

Take your *Results Summary* form with you.

Find a suitable person in council who knows about litter or the site e.g. a sustainability or waste officer.

You don't need to do a formal presentation, just talk to the person about what you've found and your ideas. In particular, see if they can help you – any ideas to improve your project, help with the project itself or getting others involved. Make sure you write down the feedback they give you.

Applying for a grant and repeating the Local Litter Check to measure the success of your litter project

If you are applying for a grant to help you do your litter project, your *Local Litter Check* now gives you important evidence to use in your application to help you back up the ideas you have for action.

After you have implemented your actions to try to reduce littering, you will also be able to use the *Local Litter Check* steps again in your chosen location to measure what difference your actions have made, e.g. on the amount of litter, on how users feel about the location.

If you are applying for a grant to help you do your litter project, your Local Litter Check now gives you important evidence to use in your application.