



Keep   
Australia  
Beautiful  
*Week*



# Save the World. Start at Home.

**Tips for running a local community tidy up**



# Preparation

## Appoint a coordinator

If running a group litter collection at school, your business or in the local community, you will need to have a coordinator who is responsible for the planning and management of the event. They will also be the main contact for any issues that may arise during the day.

## Contact your local council

If the clean up is being held outside of your school, home or workplace, make sure you contact your local council to advise them of your plans, gain their support and find out how they may assist in the collection of rubbish and recyclables.

## Get the message out

Give advance warning of the date and time of the event to participants and promote it where you can with posters, on community, school or church notice boards and newsletters.

Let your local radio, TV and newspapers know about your plans. Ask if they can help promote the event and invite your local newspaper along on the day to take photos. See publicity section for more information on contacting the media.

## Photos

Remember to take “before” and “after” photos of the site to demonstrate the results of your activity, whilst action photos taken of participants on the day can be sent to your local newspaper and Keep Australia Beautiful state or territory office after the event.

## Thank the volunteers

Thank volunteers with a barbecue or refreshments provided at the end of the event.

# Equipment

## Ensure that all volunteers wear heavy duty rubber gloves or, ideally, protective gardening gloves for their litter collection.

A pair of tongs is also useful for picking up litter and a must for sharp/dangerous items (ie: syringes).

Any sharp or dangerous items (ie: syringes) should only be picked up by the coordinator using an appropriate sharps disposal container. See Health & Safety section.

If possible, use a separate garbage bag for litter and one for recyclables.

If you do not have recycling facilities on site, check with your local council about appropriate disposal.

Your school or workplace may also like to consider hiring a skip or recycling bins if large amounts of rubbish and recyclables are anticipated.

Take along extra bags, buckets, sunscreen and water for volunteers, hand washing facilities or antiseptic hand wipes/creams, a first aid kit and mobile phone for emergencies and food and equipment if holding a barbecue afterwards.

## Note:

You may like to approach local businesses for their support in providing some of these materials or food for the barbecue as a donation to the event.

Don't forget to advise volunteers in advance to dress for the occasion: enclosed, comfortable footwear; sun-protective clothing, hat and sunglasses; raincoat.

WA based participants can contact the Keep Australia Beautiful Council for clean-up materials. Only available in WA. Visit [www.kabc.wa.gov.au](http://www.kabc.wa.gov.au) to register in WA or phone Kate MacRae on (08) 6467 5169.

## Health & Safety

**Your clean up day should be fun and rewarding. To avoid any hidden dangers once you have chosen your litter collection area, check that the area is safe and secure. Also advise your local council of your location and seek permission if necessary.**

Make sure volunteers have hats, sunscreen and drinking water with them. You may want to ensure you have some sunscreen and water on hand for those that have forgotten.

Warn volunteers of any rough, slippery, steep, or sloping grounds to avoid. Do the same with any holes or overhanging branches that look dangerous.

If it is likely that there may be snakes, spiders, bees, wasps, ticks or bull ants around, please ensure you have a first aid contingency plan in place. All volunteers must wear gloves and be mindful of their environment.

Any sharp or dangerous items (ie: syringes) should only be picked up by the coordinator. Tongs and heavy duty gloves must be worn and they should be disposed of in an appropriate sharps disposal bin or container. Please contact your local council or health services, teacher or workplace OHS officer first for advice on how to handle/dispose of contaminated items and syringes.

If vehicles will be passing in close proximity, warn volunteers to avoid working too close to the road or boundaries. Display any warning signs or placards – or check with your local council whether they are able to provide any assistance.

Some first aid kits and information is available from St John Ambulance. Visit their website at [www.sjaa.com.au](http://www.sjaa.com.au). Ask any volunteers with First Aid training to make themselves known to the coordinator in case of an emergency.

## Publicity

**Your participation in a local tidy up day, particularly during the annual Keep Australia Beautiful Week campaign, can provide great local stories for your local media.**

Let your local media know what you are doing and you may attract publicity, get recognition for your efforts and encourage others to do the right thing with litter and keep Australia beautiful.

You can also contact your local state or territory Keep Australia Beautiful office to let them know what you are doing.

### Targeting the media

To get editorial coverage or a mention on local radio, contact the editor or producer of your local newspaper or radio station – you can get the contact number from Yellow Pages or Directory Enquiries. There are no guarantees that your story will be covered, but by finding an interesting angle to your story or a catchy introduction, you have a better chance.

Put together some information in the form of a media release or even a simple email to advise them of your participation in the Keep Australia Beautiful Week activities (if relevant).

Close with a reference to the Keep Australia Beautiful Week website and [www.kab.org.au](http://www.kab.org.au) for further information about the campaign.

### Information to include:

- Who is taking part in the event;
- When it is taking place – Keep Australia Beautiful Week – check [www.kab.org.au](http://www.kab.org.au) for current dates of the campaign, held at the end of August.
- Where you are cleaning up;
- Why you chose that particular location and the reasons for getting involved in Keep Australia Beautiful Week activities;
- What is interesting or unique about your event;
- How you are going to do your tidy up and how others can get involved.

## Taking the photos yourself

If the media cannot attend and you have a photographer in your group, take some photos anyway. Make sure you keep the number of people in the photo to a minimum, perhaps three or four at the most and make sure the photos are clear, close-up shots – avoid ‘police line-ups’ and photos where people are just tiny specks on the horizon. Offer the photos to the paper - they may get a run!

You may also like to send your photos and location details to Keep Australia Beautiful at [admin@kab.org.au](mailto:admin@kab.org.au) (remember to send no more than 4MB at a time) for inclusion on the website.

# Litter Disposal and Recycling Guide

The following items can be disposed or recycled through your local council:

- Steel and aluminium cans
- Aerosol cans – check as some councils do not take
- Cartons – milk and juice
- Paper / cardboard / magazines
- Glass – bottles and jars
- Plastic containers – Symbols 1 & 2. Check with your local council regarding symbols 3, 4 and 5. Symbols 6 & 7 are generally not accepted.
- Car batteries – check first with your local council

The following items may be recycled by specific retailers:

- Tyres - local council or specific tyre recyclers
- Mobile phones & accessories – call Mobilemuster on 1300 737 070 for local drop off points, or pick up a free recycling satchel from Australia Post.
- Plastic bags - recycle via Coles
- Shopping trolleys – return to local supermarket
- Printer cartridges can be refilled or recycled at your local Cartridge World store. Call 1300 666 122 to find your nearest store.

Local charities may accept the following items that are in good condition:

- Clothing
- Furniture
- Whitegoods
- Other household goods

For ‘e-waste’ such as computers, monitors or servers contact Sims E-Recycling. See contact details section for your state office.

Return any medicines or pharmaceuticals to your local chemist. Most pharmacies should have a secure disposal bin on site.

For metals scraps or car bodies contact the Smorgon Steel Scrap Roundup on 1300 669 102.

For hazardous or dangerous items (e.g. asbestos/weapons) please contact your local council or police. DO NOT handle anything that you are unsure of and report any suspicious items to the police.

# What to do at the end of your litter collection event

- Thank your volunteers.
- Confirm rubbish/recyclables collection (if a contractor or council is collecting the rubbish).
- Ensure rubbish is secure and easily accessible.
- Leave the site clean and tidy.
- Send the 'after' photos to your local newspaper and to Keep Australia Beautiful.
- Remember to log your activity on the Keep Australia Beautiful Week website at [www.kab.org.au](http://www.kab.org.au).

## Contact Numbers:

- Emergencies - Police, Ambulance, Fire - Dial 000
- Local Police services (non emergency) 131444
- Fire and Emergency Services Authority 1800 199 084
- State Emergency Service - Emergency Assistance 1300 130 039
- E-Recycling – Sims Victoria (03) 8586 7777
- E-Recycling – Sims NSW (02) 9820 8500
- E-Recycling – Sims Queensland (07) 3266 5429
- E-Recycling – Sims Western Australia (08) 9434 6899
- Smorgon Steel Scrap Roundup 1300 669 102
- Mobile phone recycling – Mobile Muster 1300 737 070
- Printer Cartridge recycling - Cartridge World 1300 666 122

For information about Keep Australia Beautiful Week or other Keep Australia Beautiful programs visit: [www.keeppaustraliabeautiful.org.au](http://www.keeppaustraliabeautiful.org.au)

Or contact Lara Shannon, National Publicist on T: 03 9592 4001 or E: [laras@kab.org.au](mailto:laras@kab.org.au)

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