

**ROTORUA
LAKES COUNCIL**

Te Kaunihera o ngā Roto o Rotorua

Kohi Parahanga Hapori Community Litter Clean-Ups

**TOHUTOHU KAIWAKAHAERE
ORGANISER GUIDE**



Thank you for volunteering to be a Site Coordinator for your planned litter clean-up activity on public land. As a Site Coordinator, you must be 18 years or older or assisted by someone 18 years or older. As the Site Coordinator, you are responsible for planning, coordinating and overseeing your activity.

This guide will help you organise your clean-up activity and ensure this runs safely.

Clean-up of litter or illegal dumping can be a hazardous activity. It is important that you read this document carefully and fill in each of the forms enclosed to ensure your activity is undertaken safely and in compliance with any health and safety requirements. It is recommended that all potential obligations under health and safety legislation are understood by activity organisers before undertaking an organised litter clean-up.

Rotorua Lakes Council want to help keep you and your crew safe, please do let us know the what, where and how of your litter clean-up.

Te oranga me te haumarutanga - he aha tā te ture? Health and safety – what does the law say?

The Health and Safety at Work Act 2015 would generally class community litter clean-up volunteers as casual volunteers, because they are participating in a one-off activity or helping out on an occasional basis.

As casual volunteers, you and your clean-up crew are responsible for taking reasonable care of your own health and safety and ensuring you do not adversely affect the health and safety of anyone else. You also need to comply as far as able with reasonable instructions relating to work health and safety.

When Rotorua Lakes Council is notified or asked for assistance with a clean-up activity on public land, the Council is considered a Person Conducting a Business or Undertaking (PCBU) in connection with that activity.

As a PCBU, Rotorua Lakes Council must ensure, as far as reasonably practicable, that casual volunteers are not exposed to serious health and safety risks, and that they are given adequate information to be aware of potential hazards. This guide aims to provide you and your team with this information and support, and we can offer additional assistance if needed.

Please note that Rotorua Lakes Council will actively discourage clean-up activity and withdraw support where safety planning is not able to mitigate risk to an acceptable level.

If you have any questions or concerns at any stage during the planning of your activity, please do not hesitate to contact the Rotorua Lakes Council Waste Team on 07 348 4199 or email recycling@rotorualc.nz.



Te whakarite i ō mahi

Planning your activity

1

Kimihia tētehi takiwā kōhi parahanga

Identify your clean-up area

Confirm the area you would like to collect litter from. Consider the volunteers you will be working with and the environment of your chosen area. Safety of participants must be a top priority at all times.

Approval may be required where clean-up activity is planned on the side of a public road. Refer to **Appendix 1: Guidance and approval requirements for volunteer groups working on side of the road for further information**. Please ensure any required approval is confirmed before continuing on with your activity planning.

If you think your intended area may be too hazardous for volunteers or contains a large degree of illegal dumping, consider reporting this to Rotorua Lakes Council instead. Council has contractors available for this type of work and are happy to arrange clean-up when notified of significant litter or dumping of rubbish. It is important that this occur promptly to ensure more stuff is not added to the material already there.

2

Whakapā atu ki Te Tira Para o Te Kaunihera o ngā Roto o Rotorua

Contact Rotorua Lakes Council Waste Team

- (a) To confirm appropriate access to public land and ensure no other activities are scheduled to take place at the same time
- (b) To arrange health and safety planning support if required
- (c) To arrange support with equipment where needed, and
- (d) To arrange support in collection and disposal of the litter you pick up.

Phone or email the team on 07 348 4199, recycling@rotorualc.nz. Be prepared with details on the activity location, date and time, and approximate number of volunteers.

Council staff will discuss with you the equipment available to help in your activity, as well as best collection and disposal option for your activity location and size.



3

Whakarite taputapu Organise equipment

Rotorua Lakes Council will be able to provide you with collection bags, gloves and loaned high-vis vests (where needed), but there may be other equipment you would like to arrange for the activity. It is recommended, for example, that a first aid kit be available on site in case of an incident.

You should also have a printed copy of your risk assessment or health and safety plan.

Other equipment you may like to organise could include:

- Sunscreen
- A small table or clipboard, paper and pens for registering participants
- Ice cream containers or small buckets for any sharps that may be found
- Hand sanitiser.

Think also about the things you would like your participants to bring and how you will communicate this to them.

At the very least, this should include:

- Sturdy covered shoes
- Hat and sunscreen
- Snacks and drinking water to last the duration of your activity.

4

Whakarite kaiwhakahaere kaupapa me te āwhina tūroro Organise event supervisors and first aid

It is recommended you have more than one person help supervise the activity, particularly where this is taking place around a larger area.

Activity supervisors will be people who are able to arrive at the activity location before the official start time and remain until after it is finished. A briefing should be carried out with the identified supervisors before the activity starts so they are all aware of the activity plan, risk assessment and health and safety plan.

It is also recommended to have at least one qualified first aider available throughout the activity in case of an incident.



5

Mātaitia te wāhi e tū nei te kaupapa i mua tonu i ngā mahi ki te tautohu i ngā tūraru torohū

Complete a pre-activity site inspection to identify potential risks

Complete this at least a week before the activity to ensure any identified risks can be incorporated into health and safety planning as well as activity information for participants. The Site Coordinator will need to repeat the inspection on the day of the activity to check for any new hazards or issues that may have come about since the initial assessment.

See Appendix 2 for help: Risk identification checklist.

If your selected clean-up area contains a significant degree or element of risk, or if you would like support in completing this inspection, please contact the Rotorua Lakes Council Waste Team via recycling@rotorualc.nz.

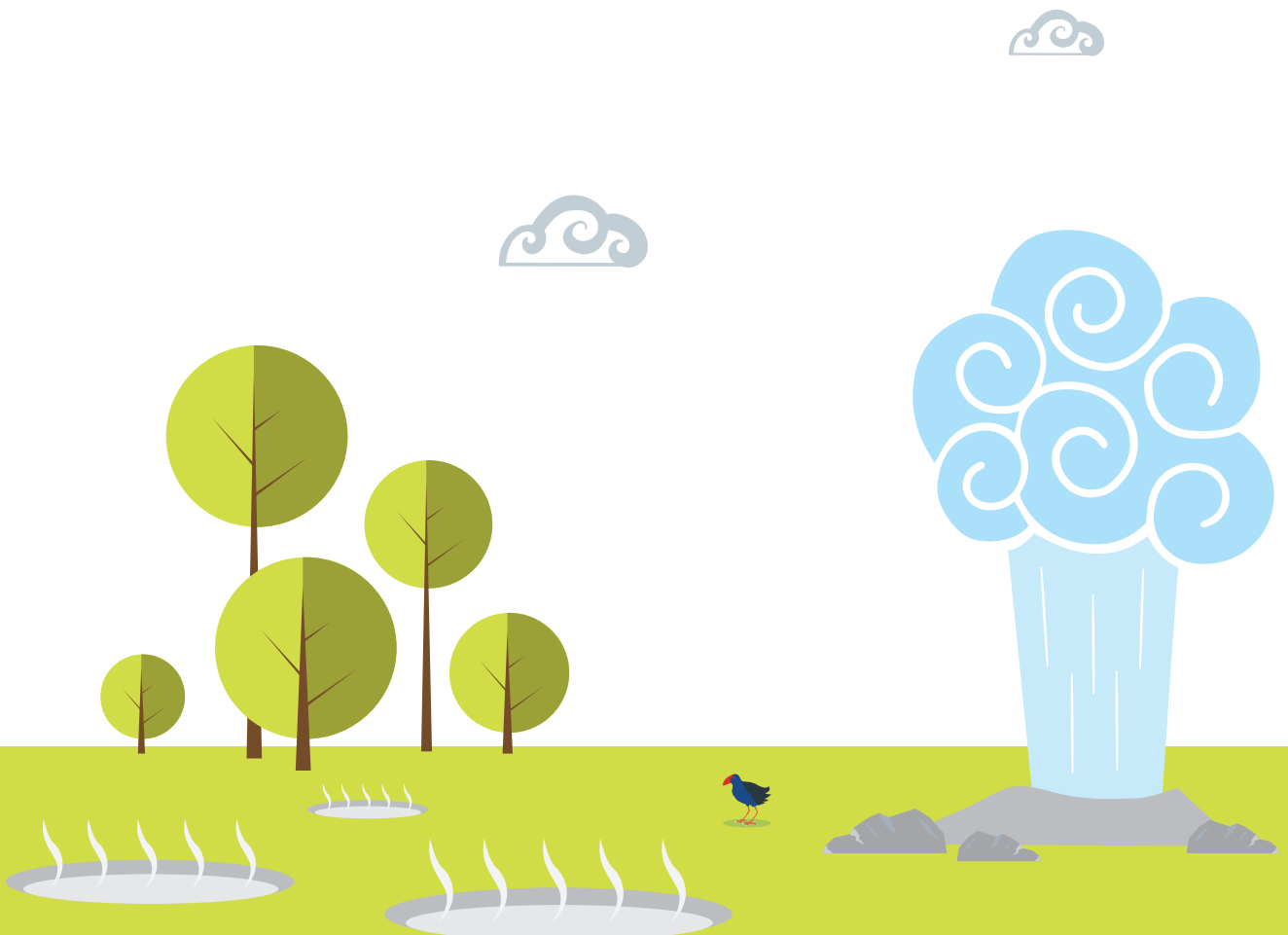
6

Whakatairangahia tō mahi

Promote your activity

If you would like to invite others to join you, display posters on social media and community noticeboards. Provide contact details in case any potential volunteers have questions.

Council may also be able to help in promoting your activity if you would like to open this up to the general community.



I te rā tonu - On the day

1 Whakarite Set up

As the Site Coordinator, arrive at least a half hour before your start time. Ensure you have a clear meeting area for people arriving.

Think about how you will account for, or attempt to account for, participants at the start vs participants at the end to ensure no one is left behind. This is particularly important if there are children or vulnerable adults participating. This could be achieved, for example, by setting some parameters around the area, always working as a group and asking participants to just check in with you before they leave if leaving early.

2 Mātaitia anō te wāhi Complete another site inspection

Revisit your risk identification checklist to see if there are any new hazards around or concerns to add. Add these in and identify any management strategies before your participants arrive. Be sure to include them in your safety briefing.

3 Rēhita kaiwhakauru nō rātau ka tae atu Register participants as they arrive

For health and safety reasons, the Site Coordinator must ensure that every person who is helping at the activity registers either beforehand or on the day.

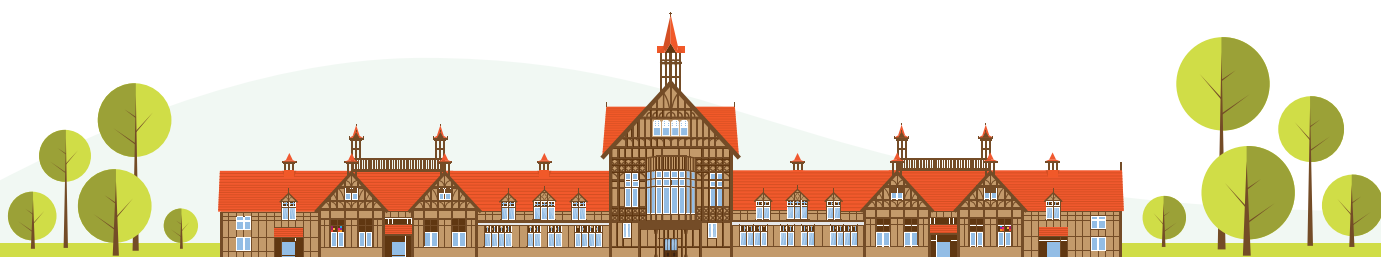
See Appendix 3 for an example participant registration form.

Ensure participants have appropriate covered footwear and gloves upon registration/sign-in. Ask participants to wait for the safety briefing before starting to collect.

Children 14 and under must be accompanied by an adult. Where children are attending, a sensible ratio of adults/under 14 needs to be established.

4 Whakamōhiotia ngā kaiwhakauru ki te mahere mahi, whakaratoa hoki ngā tohutohu whakahaumaru Brief your participants on the activity plan and provide safety instructions

Outline the general plan for your activity and brief your team on safety risks and management strategies. Explain whether any separation of recyclables is being undertaken and how that is being managed if so.



Key safety briefing points should include, but not be limited to:

- Participants being required to wear closed footwear and gloves during litter collection
- Hand sanitiser being available during and after the activity
- Close parent/caregiver supervision required at all times for any children present
- Hazardous materials being handled with care and collected by adults
- Any medical sharps found to be stored in a firm plastic or metal container
- Bags or collection containers being held well away from body when being carried or moved around
- Participants working only from solid, stable surfaces
- Participants keeping all rubbish collected well away from any roadway edges or shared cycleways
- Wearing of high-vis vests where clean-up is undertaken on side of road or where other hazards are identified which warrant this requirement
- Participants needing to monitor bag/collection container weight throughout activity to ensure these are not packed beyond a safe lifting weight
- Participants needing to pair up in moving heavy or awkward items, or to leave these where they are (as these can be reported for collection)
- What to do in event of a civil defence emergency (as per health and safety plan developed for the activity)



Whakatutukihia tō kaupapa kōhi parahanga **Complete your clean up**

Distribute collection bags or containers as per your activity plan.
Take photos along the way!

Refer Appendix 4 for guidance on specific litter items you might find.



Rekoatahia ngā maiki e puta ai **Document any incidents that occur**

Any incidents resulting in harm and occurring during a community litter clean-up activity should be reported to Rotorua Lakes Council. Any incidents resulting in serious harm or requiring the involvement of emergency services need to be reported as soon as it is practicable to do so.

As the Site Coordinator, get in touch with your Council contact. They can initiate Council's response plan and assist wherever possible.

An example incident reporting form is included in this guide as **Appendix 5**.

Whai muri i te kaupapa

After the event

1

Kaua e wareware kia waiho ngā pēke me ngā tūparahanga ki te wāhi kohikohi kua whakaaetia
Ensure all bags and rubbish items are left at agreed collection point

Any pile of rubbish can attract illegal dumping so it is likely you will have worked with your Council contact to identify a discreet location for your bags and other items to be left. If your activity has taken place in a weekend, it is not likely the rubbish will be collected before the following Monday.

Ensure everything is left in one tidy pile at the agreed location. If there are other large items which could not safely be moved from where they were, take a photo and send this to your Council contact so this can be collected also.

2

Tukua te whārangi tīpoka mahi ki Te Tira Para o Te Kaunihera o ngā Roto o Rotorua
Send activity summary form to Rotorua Lakes Council Waste Team

Send your completed activity summary ([Appendix 6](#)) to the Council via email recycling@rotorualc.nz. This helps Council in monitoring and reporting on litter activity within the district. Attach any incident forms if these occurred during your activity.

3

Whakanuia ō haumāuiui!
Treat yourself for your amazing work!

Every litter bit counts! We know that people are more likely to litter in areas where there is already litter present. Your amazing efforts to clean up our shared areas will help keep these areas beautiful and your work is greatly appreciated.

Thank you for your hard work!

Āpitianga 1 - Appendix 1

Ngā herenga o ngā rōpū tūao e mahi ana i te taha o te rori ki ngā tohutohu me ngā whakaaetanga

Guidance and approval requirements for volunteer groups working on side of the road

Road type	Approval required	Guidance
Local urban road Speed limit less than 60kmh	RLC to be notified in advance by email: Road.Corridor@rotorualc.nz	<ul style="list-style-type: none">• No participants to go on actual road• High-vis to be worn• Vehicles to be parked safely off the road• Full rubbish bags to be placed in designated area for pick-up, not on road or footpath
Local urban road Speed limit greater than 60kmh	Approval required; please submit a proposal to: Road.Corridor@rotorualc.nz	<ul style="list-style-type: none">• Traffic management may be required• No participants to go on actual road• High-vis to be worn• Vehicles to be parked safely off the road• Full rubbish bags to be placed in designated area for pick-up, not on road or footpath
Local rural road Any speed limit	Approval required please submit a proposal to: Road.Corridor@rotorualc.nz	<ul style="list-style-type: none">• Traffic management may be required• No participants to go on actual road• High-vis to be worn• Vehicles to be parked safely off the road• Full rubbish bags to be placed in designated area for pick-up, not on road or footpath
State highway Any speed limit	Traffic management and NZTA approval required, please submit a proposal to: info@nzta.govt.nz or via phone 0800 44 44 49 Please email confirmation of NZTA approval and traffic management plan to: Road.Corridor@rotorualc.nz	<ul style="list-style-type: none">• State highways are maintained by NZ Transport Agency Waka Kotahi (NZTA). NZTA advises, members of the public should not collect road side litter on state highways where vehicles are travelling at high speeds, due to health and safety risks to motorists and members of the public. Traffic management is required for all roadside activity, including litter removal.• RLC will actively discourage and withdraw support for any volunteer clean up activity without NZTA consultation and appropriate traffic management planning.



Āpitianga 2 - Appendix 2

Rārangi tautohu tūraru - Risk identification checklist

Activity date and time	
Site location	
Site coordinator	
Nearest medical services	

Answering 'yes' to any of the following questions indicates a need to consider the associated risk and identify appropriate risk controls. Consider how likely the risk might be and how serious any resulting harm might feel for your participants, then decide what needs to be done to eliminate or minimise the chance of harm occurring.

Ngā āhuatanga o te wāhi - Site factors

Risk	Circle outcome		Risk control (add further detail as required)
Are there any areas that are rough or slippery?	Yes	No	Flag and avoid any obvious hazards. Avoid carrying heavy or awkward objects on loose or slippery ground.
Are there any areas that are steep or sloping?	Yes	No	Flag and avoid any obvious hazards. Avoid carrying heavy or awkward objects on uneven or sloping ground.
Are there holes, fallen branches, or other trip hazards?	Yes	No	Flag or remove obvious hazards, ensure participants avoid areas of concern.
Is there deep, murky, or moving water nearby?	Yes	No	Flag and avoid any obvious hazards. Ensure water areas are flagged as 'no-go' areas for children.
Could participants be exposed to contaminated substances or water e.g. sewage?	Yes	No	Flag and avoid any obvious hazards. Ensure wash facilities and resources are available.
Could participants be exposed to asbestos in old buildings or building materials?	Yes	No	Notify Council. Flag with participants as 'no-go' areas and/or have materials or building cordoned off.
Could participants be exposed to geothermal hazards e.g. gas, hot pools, unstable ground?	Yes	No	Flag and avoid any obvious hazards. Flag dense shrubbery or bush around geothermal areas as 'no-go' areas for participants, as gas may accumulate in these spaces.



Risk	Circle outcome		Risk control (add further detail as required)
Will vehicles be passing in close proximity?	Yes	No	Ensure traffic areas are flagged with participants as 'no-go' areas. Wear high-vis vests if working around vehicle areas. Ensure required approvals are obtained and traffic management services implemented if required where participants will be working on the side of a road.
Could participants be exposed to hazardous items e.g. glass, metal edges, medical sharps?	Yes	No	Ensure gloves and closed footwear are worn by all participants. Flag risk, advise participants to carry collection bags away from their body when moving around. Have a sturdy plastic container available for litter of concern.
Could participants be exposed to infectious materials e.g. contaminated tissues, paper, medical sharps, faecal matter?	Yes	No	Ensure gloves and closed footwear are worn by all participants. Flag risk and request any concerning items be reported to Site Coordinator immediately. Use a rake where available to sift through suspicious debris and have a sturdy plastic container available for litter of concern.
Are there large or heavy items around?	Yes	No	Flag hazard, advise participants to leave large items but take notes on where these are located. Report any larger items to Council for collection by a contractor.
Are there overhanging branches that could be dislodged by wind?	Yes	No	Flag and avoid the area, consider weather conditions and risk on the day.
Are there thickly vegetated areas where participants could become separated or lost?	Yes	No	Advise participants to carry a mobile phone and stay within earshot of the main group at all times. Recommend working in small groups or pairs where separation from the main group may occur.
Are there likely to be spiders, bees or wasps?	Yes	No	Carry relevant first aid equipment. Flag and avoid any known nests. Ask participants to advise if they have an allergy and ensure any required personal equipment is carried. Ensure people with sensitivities are not working around risk areas.
Is there a fire risk?	Yes	No	Seek advice from fire service. Work in small groups, ensure there is a communicated emergency evacuation plan in case of fire.
Are there likely to be discarded syringes at the site?	Yes	No	Ensure gloves and closed footwear are worn by all participants. Flag risk and request all syringe finds be reported to Site Coordinator immediately. Use a rake where available to sift through suspicious debris and have a sturdy plastic container available for litter of this kind.
Could asthmatics be exposed to dust or pollen?	Yes	No	Advise participants to work away from high exposure areas. Advise participants to carry an inhaler if required.
Is the site isolated from emergency assistance?	Yes	No	Advise participants to carry a mobile phone and stay within earshot of the main group at all times. Recommend working in small groups or pairs where separation from the main group may occur.

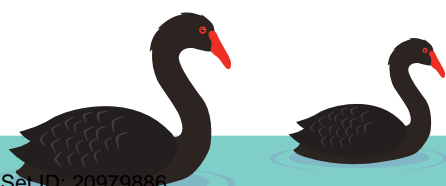


Ngā āhuatanga o te huarere - Weather factors

Risk	Circle outcome		Risk control (add further detail as required)
Will participants be working in direct sun?	Yes	No	Advise participants to bring sun protection equipment and have some spare on site. Avoid long periods of activity in direct sun.
Could participants be at risk of heat stress or dehydration?	Yes	No	Advise participants to bring water and have some spare on site. Structure the activity to allow for breaks when needed. Monitor participants for signs of fatigue. Avoid long periods of activity in direct sun or most intense heat of the day.
Could participants be at risk from frost or cold winds?	Yes	No	Advise participants to bring weather protective gear. Identify and advise of shelter areas. Monitor weather throughout activity and end activity if this becomes of concern. Monitor participants for signs of weather stress.
Does the weather forecast indicate possibility of rain?	Yes	No	Advise participants to bring weather protective gear. Identify and advise of shelter areas. Monitor weather throughout activity and end activity if this becomes of concern. Monitor participants for signs of weather stress.

Ngā āhuatanga o ngā tūao - Volunteer factors

Risk	Circle outcome		Risk control (add further detail as required)
Will there be children present?	Yes	No	Ensure parent/caregiver supervision will be available throughout the activity. Structure clean up area and activities to match capacity of participants.
Will there be participants who require support with physical mobility?	Yes	No	Evaluate access, ensure any required support will be available. Structure clean up area and activities to match capacity of participants.
Will there be participants who experience intellectual disability?	Yes	No	Ensure any required support is available. Structure clean up area and activities to match capacity of participants.
Will there be participants who may have difficulty understanding English?	Yes	No	Identify any language support that may be required. Ensure all participants will have access to activity and safety information.
Will there be participants present who may demonstrate challenging behaviours?	Yes	No	Ensure any required support is available. Structure clean up area and activities to match capacity of participants.
Is there likely to be members of the public who are not registered activity participants who may visit or pass through the site during the activity?	Yes	No	Ask participants to be mindful of members of the public around them, direct any queries to the Site Coordinator or Site Supervisors.



ĀpitiHanga 4 - Appendix 4

Tohutohu mō te wāhi ki ngā tūparahanga tauwhāiti

Guidance on specific litter items

Item	Guidance
Batteries	Can be dropped into the battery recycling bin at Bunnings if these are intact and not leaking fluid. Otherwise these are landfill waste.
Cans – aluminium, steel	Can be dropped in for recycling at the Rotorua Recycling Centre if empty and clean. If soiled with food or other material, these will need to go to landfill.
Cardboard	Can be dropped in for recycling at the Rotorua Recycling Centre if clean and relatively dry. If soiled with food or other material, these will need to go to landfill.
E-waste (e.g. TVs, phones, computers)	Can be dropped in for recycling at the Rotorua Recycling Centre (fees may apply but talk to your Council contact).
Furniture	Local charity shops may be interested in this if in sellable condition. Otherwise leave with your litter bags for the contractor to collect.
Glass – jars, bottles	Can be dropped in for recycling at the Rotorua Recycling Centre if empty and clean. If soiled with food or other material, these will need to go to landfill.
Hazardous building materials	Isolate the area, do not attempt to remove. Leave where is, collect details and report to Council.
Hazardous waste (e.g. deceased animals, chemical waste)	Do not touch. Leave where is, collect details and report to Council.
Medicines or pharmaceuticals	Can be returned to a local pharmacy for disposal.
Paper	Can be dropped in for recycling at the Rotorua Recycling Centre if clean and relatively dry. If soiled with food or other material, this will need to go to landfill.
Plastic bags, soft plastics	Can be dropped in to the soft plastics recycling bins at Woolworths stores if empty and clean. If soiled with food or other material, these will need to go to landfill.
Plastic containers	Number 1, 2 or 5 plastics (look for the identification code) can be dropped in for recycling at the Rotorua Recycling Centre if empty and clean. If soiled with food or other material, these will need to go to landfill.
Polystyrene	Landfill waste – place into collection bags or bins.
Scrap metal	Can be dropped in for recycling at the Rotorua Recycling Centre or other metal recycling services.
Shopping trolleys	Leave with your litter bags for the contractor to collect.
Tyres	Leave with your litter bags for the contractor to collect.
Whiteware (e.g. washing machines)	Can be dropped in for recycling at the Rotorua Recycling Centre or other metal recycling services.

Āpitianga 5 - Appendix 5

Whārangi pūrongo pokerehū/maiki

Accident/incident report form

Taipitopito mō te wāhi - Site details

Site coordinator full name and contact details	
Site address	
Name and contact details of person reporting (if different to above)	

Taipitopito mō ngā pokerehū/maiki - Accident/incident details

Name and contact details of person or people involved	
Location of incident	
Incident date	
Incident time	
What happened?	
Did the accident/injury relate to a pre-existing injury or medical condition?	
If yes, was this condition disclosed on the participant registration form?	
Name and contact details of any incident witnesses	
What initial actions/ corrections were taken?	
Are any photos available (please attach)?	
Were any injuries or illness sustained? Please detail body area, injury/illness type	
What is the primary injury (most important/critical injury to the person)?	

Āpitianga 6 - Appendix 6

Tīpoka mahi - Activity summary

Please complete this form after your litter activity and email to the Waste Team at Rotorua Lakes Council: recycling@rotorualc.nz.

Activity date and time	
Site location	
Site coordinator	
Number of participants	
Number of bags collected for landfill (if known)	
Number of bags separated for recycling (if done)	
What were the most common material types collected? Were there any particularly interesting or surprising items found?	
Did any incidents occur during your activity? If yes, please attach completed incident forms	

This information is very useful to us in monitoring and reporting on litter activity within the district.

Thank you!

Notes

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ROTORUA LAKES COUNCIL

Te Kaunihera o ngā Roto o Rotorua

